

# CHARTER TOWNSHIP OF ALPENA BOARD OF TRUSTEES

**REGULAR MEETING – May 19, 2025 – 6:00 PM**

**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**  
**ADOPTION OF AGENDA**  
**PUBLIC COMMENT (Statements only)**

## **CONSENT AGENDA**

- a. Payment of Bills**
- b. Minutes** –April 28, 2025 (Regular)
- c. Department Reports:** Clerk, Treasurer, Supervisor, Building, Fire, Water/Sewer
- d. Correspondence:**
  - a. FEMA Letter-SID 620 Notification of Stream Reaches & Engineering Methods

A. Kaszubowski  
M. Palevich  
L. Ellery-Somers  
C. Kroll  
S. Lappan  
N. Poli  
R. Rhynard

T. Gulden

Alpena News  
WHSB  
WATZ  
WBKB - TV

## **OLD BUSINESS**

- A.** Employee Compensation Committee-Appointment
- B.** Eagle Supply – Floor Refinishing Quotation
- C.** Adoption of Proposed Ordinance No. 157- Sanitary Sewer and Water Ordinance Amendment
- D.** Ice Storm Clean up Contribution
- E.** Window Quotations
- F.** Boardroom Rental

## **NEW BUSINESS**

- 1.** Budget Adjustments
- 2.** FOPLC – Letter of Agreement
- 3.** Township Maintenance Agreement 2025 – Tax Bill
- 4.** Alpena County Road Commission Road Maintenance Agreement
- 5.** Alpena County Road Commission – Dust Control Agreement
- 6.** Ridge Tower Network LLC Proposal
- 7.** Fire Department - Time Clock Plus – Aladtec Quote
- 8.** Fire Department – Purchase Request – Sthil 462 Rescue Chainsaw
- 9.** Fire Department – Purchase Request – Personal Protective Equipment
- 10.** Fire Department – Traffic Safety Store Invoice
- 11.** New Fire Fighter Oaths

**CLOSED SESSION – WATER LITIGATION – ATTORNEY CLIENT PRIVILEGE**

**PUBLIC COMMENT**  
**DISCUSSION**  
**ADJOURNMENT**

**Zoom Meeting**  
**1-646-558-8656**

**<https://us06web.zoom.us/j/89105923742?pwd=9GPwNhZudRj6acfZfiWGqxGnsZYpZt.1>**

**Meeting ID: 891 0592 3742**

**Passcode: 051925**

**Recorded meetings will be available within 7 days of the meeting at: [Charter Township of Alpena - YouTube](#)**

## **PUBLIC MEETING PARTICIPATION RULES**

1. Please wait for the Supervisor to acknowledge you before you speak.
2. Begin by clearly stating your name for the record.
3. Give us your comments or opinions on the issue being discussed.
4. To ensure that everyone has time to speak and that we can address other items on the agenda, we may limit an individual's speaking time to 3 minutes. If time permits, we may allow you one additional time period to provide new information.
5. Please be respectful of the board, speakers, and your neighbors.

Again, thank you for attending.

Abbi Kaszubowski  
Supervisor

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Page 1/7

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
04/23/2025	GFUND	11747*#	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	1,611.68
04/23/2025	GFUND	11748	ALPENA POWER COMPANY	ELECTRICITY	920.000	265	902.14
04/23/2025	GFUND	11749	ALPENA POWER COMPANY	NORTH POINTE SHORES ROAD ASSMT	820.000	602	22.23
04/23/2025	GFUND	11751	BERG ASSESSING & CONSULTING, INC.	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	150.00
04/23/2025	GFUND	11752*#	BS & A SOFTWARE	DATA PROCESSING (SOFTWARE)	956.000	171	1,486.00
				DATA PROCESSING (SOFTWARE)	956.000	215	2,932.00
				DATA PROCESSING (SOFTWARE)	956.000	253	3,051.50
				DATA PROCESSING (SOFTWARE)	956.000	257	2,316.00
				DATA PROCESSING (SOFTWARE)	956.000	371	2,191.00
				CHECK GFUND 11752 TOTAL FOR FUND 101:			11,976.50
04/23/2025	GFUND	11753*#	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.010	265	64.64
04/23/2025	GFUND	11755	EVERETT GOODRICH TRUCKING	NORTH POINTE SHORES ROAD ASSMT	820.000	602	7,420.08
04/23/2025	GFUND	11756	MCCARDEL WATER CON.	WATER & SEWER USAGE	929.010	265	83.00
04/23/2025	GFUND	11757	PRINTING SYSTEMS, INC.	OFFICE SUPPLIES	729.000	253	134.68
04/25/2025	GFUND	11758	ALPENA COUNTY TREASURER	PROPERTY TAX ADMIN FEE	447.000	000	3.24
04/25/2025	GFUND	11759	ALPENA COUNTY TREASURER	PROPERTY TAX REAL-TWP OPERATING	402.000	000	20.10
05/02/2025	GFUND	11764*#	VIVERO INDUSTRIES	IT/INTERNET - DEPT. PORTION	921.000	171	493.75
				IT/INTERNET - DEPT. PORTION	921.000	215	493.75
				IT/INTERNET - DEPT. PORTION	921.000	253	493.75
				IT/INTERNET - DEPT. PORTION	921.000	257	493.75
				IT/INTERNET - DEPT. PORTION	921.000	262	493.75
				IT/INTERNET - DEPT. PORTION	921.000	371	493.75
				CHECK GFUND 11764 TOTAL FOR FUND 101:			2,962.50
05/02/2025	GFUND	11765*#	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	171	3.00
				IT/INTERNET - DEPT. PORTION	921.000	215	6.00

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Page 2/7

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Fund: 101 GENERAL FUND							
				IT/INTERNET - DEPT. PORTION	921.000	253	118.75
				IT/INTERNET - DEPT. PORTION	921.000	253	6.00
				IT/INTERNET - DEPT. PORTION	921.000	371	3.00
				CHECK GFUND 11765 TOTAL FOR FUND 101:			136.75
05/02/2025	GFUND 11769#		CHARTER COMMUNICATIONS	IT/INTERNET - DEPT. PORTION	921.000	171	43.33
				TELEPHONE - LANDLINE DEPT. PORTION	923.010	171	100.00
				IT/INTERNET - DEPT. PORTION	921.000	215	43.33
				TELEPHONE-LANDLINE DEPT. PORTION	923.000	215	100.00
				IT/INTERNET - DEPT. PORTION	921.000	253	43.33
				TELEPHONE- LANDLINE DEPT. PORTION	923.000	253	100.00
				IT/INTERNET - DEPT. PORTION	921.000	257	43.33
				TELEPHONE- LANDLINE DEPT. PORTION	923.000	257	100.00
				IT/INTERNET - DEPT. PORTION	921.000	262	43.34
				IT/INTERNET - DEPT. PORTION	921.000	371	43.33
				TELEPHONE LANDLINE-DEPT. PORTION	923.010	371	100.00
				CHECK GFUND 11769 TOTAL FOR FUND 101:			759.99
05/02/2025	GFUND 11770		COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	164.56
05/02/2025	GFUND 11772		EAGLE SUPPLY COMPANY	JANITORIAL SERVICES	827.000	265	360.00
05/02/2025	GFUND 11773		INTERNATIONAL CODE COUNCIL	OPERATING SUPPLIES	730.000	371	327.50
05/02/2025	GFUND 11774		MCCARDEL WATER CON.	WATER & SEWER USAGE	929.010	265	54.00
05/02/2025	GFUND 11775		OMEGA ELECTRIC & SIGN	BUILDINGS & IMPROVEMENTS	930.010	265	665.13
05/02/2025	GFUND 11776		OMEGA ELECTRIC & SIGN	CAPITAL OUTLAY	971.000	265	6,651.00
05/02/2025	GFUND 11781		SUMMIT FIRE PROTECTION	MAINTENANCE & REPAIR BUILDING	931.000	265	86.60
05/02/2025	GFUND 11782*#		UHS PREMIUM BILLING - UNITED	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	215	25.35
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	253	25.35
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.000	371	24.01
				CHECK GFUND 11782 TOTAL FOR FUND 101:			74.71
05/02/2025	GFUND 11783*#		US BANK EQUIPMENT FINANCE	COPIES	727.020	171	32.21



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Banks: Banks: Multiple

Page 3/7

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Fund: 101 GENERAL FUND							
				COPIES	727.020	215	32.21
				COPIES	727.010	253	32.20
				COPIES	727.000	262	32.21
				COPIES	727.000	371	32.20
				COPIES	727.000	701	32.20
				CHECK GFUND 11783 TOTAL FOR FUND 101:			193.23
05/05/2025	GFUND	11784*#	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	133.65
05/05/2025	GFUND	11785	ANDREW ROZNOWSKI	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	371	5,835.20
05/05/2025	GFUND	11786#	BRUCE TILLINGER	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	384	4,488.00
				PROFESSIONAL & CONTRACTUAL SERVICES	801.000	386	1,687.20
				CHECK GFUND 11786 TOTAL FOR FUND 101:			6,175.20
05/05/2025	GFUND	11787	PAULY CONSTRUCTION LLC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	371	224.25
05/06/2025	GFUND	11788	ALPENA COUNTY TREASURER	PROPERTY TAX ADMIN FEE	447.000	000	87.06
05/06/2025	GFUND	11789	ALPENA COUNTY TREASURER	PROPERTY TAX ADMIN FEE	447.000	000	115.73
05/06/2025	GFUND	11790	ASPEN HAUS	BUILDINGS & IMPROVEMENTS	930.010	265	3,829.49
05/06/2025	GFUND	11791	NEMCOG	COMPREHENSIVE PLAN	805.000	701	1,040.00
05/07/2025	GFUND	11792*#	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	18.22
05/07/2025	GFUND	11793*#	BAUER, FLORIP & WOJDA PLC	LEGAL - DEPT. PORTION	803.000	101	580.00
				LEGAL - DEPT. PORTION	803.000	171	500.00
				LEGAL - DEPT. PORTION	803.000	215	50.00
				LEGAL	803.000	701	250.00
				CHECK GFUND 11793 TOTAL FOR FUND 101:			1,380.00
05/07/2025	GFUND	11794	BERG ASSESSING & CONSULTING, INC.	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	10,000.00
05/07/2025	GFUND	11795	COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	63.42
05/07/2025	GFUND	11796	EAGLE SUPPLY COMPANY	JANITORIAL SUPPLIES	827.010	265	261.50

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Banks: Banks: Multiple

Page 4/7

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Fund: 101 GENERAL FUND							
05/07/2025	GFUND	11801	PAULY CONSTRUCTION LLC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	371	5,000.00
05/07/2025	GFUND	11802*#	PNC BANK	OFFICE SUPPLIES	729.000	101	25.97
				OFFICE SUPPLIES	729.000	101	9.99
				OFFICE SUPPLIES	729.000	171	4.66
				TRANSPORTATION & TRAVEL	861.000	171	67.87
				TRANSPORTATION & TRAVEL	861.000	171	18.19
				TRANSPORTATION & TRAVEL	861.000	171	15.36
				DATA PROCESSING (SOFTWARE)	956.000	171	30.00
				OFFICE SUPPLIES	729.000	215	4.66
				DATA PROCESSING (SOFTWARE)	956.000	215	48.76
				DATA PROCESSING (SOFTWARE)	956.000	215	30.00
				OFFICE SUPPLIES	729.000	253	37.87
				OFFICE SUPPLIES	729.000	253	4.66
				POSTAGE	729.030	253	28.54
				POSTAGE	729.030	253	31.70
				DATA PROCESSING (SOFTWARE)	956.000	253	30.00
				EQUIPMENT & FURNITURE	975.000	253	156.60
				EQUIPMENT & FURNITURE	975.000	253	(156.60)
				OFFICE SUPPLIES	729.000	262	15.63
				TRANSPORTATION & TRAVEL	861.000	262	70.85
				EQUIPMENT & FURNITURE	975.000	262	238.00
				EQUIPMENT & FURNITURE	975.000	262	(119.00)
				JANITORIAL SUPPLIES	827.010	265	17.92
				JANITORIAL SUPPLIES	827.010	265	25.48
				OFFICE SUPPLIES	729.000	371	4.66
				OFFICE SUPPLIES	729.000	371	34.96
				OFFICE SUPPLIES	729.000	371	55.44
				DATA PROCESSING (SOFTWARE)	956.000	371	30.00
				CHECK GFUND 11802 TOTAL FOR FUND 101:			762.17
05/07/2025	GFUND	11803	PRESQUE ISLE ELECTRIC & GAS CO	STREET LIGHTING	920.010	265	12.50
				Total for fund 101 GENERAL FUND			69,762.65
Fund: 205 PUBLIC SAFETY FUND							
04/23/2025	GFUND	11746	ALPENA COMMUNITY COLLEGE	FIRE/EMS TRAINING	969.020	336	534.00

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Banks: Banks: Multiple

Page 5/7

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Fund: 205 PUBLIC SAFETY FUND							
04/23/2025	GFUND	11753*#	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.000	336	18.81
04/23/2025	GFUND	11754	DEAN ARBOUR FORD	VEHICLE MAINTENANCE	938.000	336	81.14
04/30/2025	GFUND	47 (E)	WEX BANK	GAS & OIL (EMS/911)	860.020	336	1,194.83
05/02/2025	GFUND	11764*#	VIVERO INDUSTRIES	IT/INTERNET - DEPT. PORTION	921.000	336	493.75
05/02/2025	GFUND	11765*#	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	336	33.00
05/02/2025	GFUND	11767	ALPENA POWER COMPANY	ELECTRICITY/ALPENA TOWNSHIP OFFICE	920.010	336	273.76
05/02/2025	GFUND	11768	BOUND TREE MEDICAL LLC	MEDICAL OPERATIONAL SUPPLIES	729.000	336	113.10
05/02/2025	GFUND	11771	EAGLE SUPPLY COMPANY	JANITORIAL SUPPLIES	827.000	336	87.50
05/02/2025	GFUND	11778	SUMMIT FIRE PROTECTION	MAINTENANCE & REPAIR-BUILDING	931.000	336	29.55
05/02/2025	GFUND	11779	SUMMIT FIRE PROTECTION	MAINTENANCE & REPAIR-BUILDING	931.000	336	182.50
05/02/2025	GFUND	11780	SUMMIT FIRE PROTECTION	MAINTENANCE & REPAIR-BUILDING	931.000	336	605.30
05/02/2025	GFUND	11782*#	UHS PREMIUM BILLING - UNITED	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	336	190.98
05/02/2025	GFUND	11783*#	US BANK EQUIPMENT FINANCE	COPIES	727.010	336	32.20
05/07/2025	GFUND	11798	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	203.00
05/07/2025	GFUND	11799	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	78.00
05/07/2025	GFUND	11800	FORD PRO	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	240.00
05/07/2025	GFUND	11802*#	PNC BANK	FIRE OPERATIONAL SUPPLIES	727.020	336	36.55
				FIRE OPERATIONAL SUPPLIES	727.020	336	129.24
				FIRE OPERATIONAL SUPPLIES	727.020	336	27.17
				MEDICAL OPERATIONAL SUPPLIES	729.000	336	7.54
				OFFICE SUPPLIES	729.010	336	4.66
				OFFICE SUPPLIES	729.010	336	53.40
				JANITORIAL SUPPLIES	827.000	336	25.96

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CHECK DATE FROM 04/22/2025 - 05/09/2025

Banks: Banks: Multiple

Page 6/7

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 205 PUBLIC SAFETY FUND							
				JANITORIAL SUPPLIES	827.000	336	78.00
				GAS & OIL (EMS/911)	860.020	336	30.96
				VEHICLE MAINTENANCE	938.000	336	28.84
				VEHICLE MAINTENANCE	938.000	336	48.41
				DATA PROCESSING (SOFTWARE)	956.010	336	24.38
				EQUIPMENT	974.000	336	74.95
				CHECK GFUND 11802 TOTAL FOR FUND 205:			570.06
05/07/2025	GFUND 11804		R&R FIRE TRUCK REPAIR	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	373.35
				Total for fund 205 PUBLIC SAFETY FUND			5,334.83
Fund: 592 WATER & SEWER FUND							
04/23/2025	GFUND 11747*#		ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	71.89
04/23/2025	GFUND 11750		ALPENA SEPTIC SERVICE	MAINTENANCE ON SYSTEM	931.000	537	2,750.00
04/23/2025	GFUND 11752*#		BS & A SOFTWARE	DATA PROCESSING (SOFTWARE)	956.000	537	631.50
04/23/2025	GFUND 11753*#		CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.000	537	21.21
05/02/2025	GFUND 11764*#		VIVERO INDUSTRIES	IT/INTERNET - DEPT. PORTION	921.000	537	493.75
05/02/2025	GFUND 11765*#		1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	537	3.00
05/02/2025	GFUND 11766		ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	1,176.59
05/02/2025	GFUND 11777		SUMMIT FIRE PROTECTION	MAINTENANCE ON EQUIPMENT	931.010	537	39.25
05/02/2025	GFUND 11783*#		US BANK EQUIPMENT FINANCE	COPIES	727.000	537	32.20
05/05/2025	GFUND 11784*#		ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	1,390.19
05/07/2025	GFUND 11792*#		ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	99.53
05/07/2025	GFUND 11793*#		BAUER, FLORIP & WOJDA PLC	LEGAL	803.000	537	1,380.00

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Fund: 592 WATER & SEWER FUND							
05/07/2025	GFUND	11797	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	537	7,080.50
05/07/2025	GFUND	11802*#	PNC BANK	OFFICE SUPPLIES	729.010	537	16.04
				Total for fund 592 WATER & SEWER FUND			15,185.65
TOTAL - ALL FUNDS							90,283.13

'\*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND  
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

**OFFICIAL PROCEEDINGS  
OF  
THE CHARTER TOWNSHIP OF ALPENA - BOARD OF TRUSTEES  
April 28, 2025 – 6:00 p.m.  
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, April 28, 2025, at 6:00 p.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

Present: Supervisor Abbi Kaszubowski  
Clerk Michele Palevich  
Treasurer Laura Ellery-Somers  
Trustee Russ Rhynard  
Trustee Norm Poli  
Trustee Cash Kroll  
Trustee Steve Lappan

Absent: None

Others present: Attorney Tim Gulden

Supervisor Abbi Kaszubowski called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL**

Roll call was taken. The following board members were present: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. Absent: None.

**AGENDA**

Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to approve the agenda as presented with addition of New Business #12 – Omega Electric. Voice Vote. Motion carried by unanimous voice vote.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

Consent Agenda included: Payment of Bills, Minutes – March 24, 2025 (Budget Hearing) and March 24, 2025 (Regular), department reports and the following correspondence: Federal Energy Regulatory Commission Letter. Moved by Clerk Michele Palevich and supported by Trustee Cash Kroll to approve payment of the bills, to approve minutes and to receive and file department reports and correspondence as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

## **EMPLOYEE COMPENSATION COMMITTEE APPOINTMENT**

Supervisor Abbi Kaszubowski informed that she has awaiting responses for potential appointees and should have appointees for the next Board of Trustees meeting. Moved by Trustee Russ Rhynard and supported by Treasurer Laura Ellery-Somers to table the Employee Compensation Committee appointment to the next Board of Trustees meeting on May 19, 2025. Roll call vote was taken. Voice Vote. Motion carried by unanimous voice vote.

## **WEBSITE UPDATE**

Supervisor Abbi Kaszubowski presented the Township Board with quotes from three (3) vendors to update the Township's website and recommended Vivero Industries. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Russ Rhynard to approve the quote of \$7,900.00 which includes an ADA compliant website and the first year's website maintenance. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

## **PRIME RESULTS**

Clerk Michele Palevich presented the Township Board with quotes from Prime Results to sealcoat the parking lots and bi-path and advised that this is done every three (3) years. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the Prime Results quote in the amount of \$13,609.76 to be paid from GL #101-265-930.000, Bi-Path Maintenance and quotes in the amount of \$5,846.00 and \$1,463.24 to be paid from GL #101-265-932.000, Grounds Maintenance & Repair. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

## **EAGLE SUPPLY – FLOOR REFINISHING QUOTATION**

Clerk Michele Palevich presented a quote from Eagle Supply to refinish the floors at the Township Civic Building. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Steve Lappan to table the floor refinishing to the March 19, 2025 Board of Trustees meeting. Voice Vote. Motion carried by unanimous voice vote.

## **ORDINANCE NO. 157 SANITARY SEWER AND WATER ORDINANCE AMENDMENT**

Attorney Tim Gulden presented the Township Board with the introduction of Ordinance No. 157, Sanitary Sewer and Water Ordinance Amendment, to revise section 6.2 to provide that all meters and meter couplings shall be the property of the Charter Township of Alpena and shall be under the Township's control, and in order to continue to promote the public health, safety and general welfare of the persons and property in the Township. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve the introduction of Ordinance No. 157, Sanitary Sewer and Water Ordinance Amendment as presented. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

## **SCHEDULE OF MEETINGS – MAY MEETING CHANGE OF DATE**

Clerk Michele Palevich informed the Township Board that the May meeting is scheduled for the Tuesday after Memorial Day and recommended that it be moved to Monday, May 19, 2025. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Norm Poli to move the May Board of Trustees meeting to Monday, May 19, 2025 at 6:00 p.m. Voice Vote. Motion carried by unanimous voice vote.

### **BUDGET ADJUSTMENTS**

The Township Board was presented with budget adjustments prepared by Clerk Michele Palevich. Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to approve the budget adjustments as presented. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

### **ICE STORM CLEAN UP CONTRIBUTION**

Supervisor Abbi Kaszubowski requested approval of up to \$5,000.00 to contribute to the cost of the brush clean up sign on Airport Road that is a joint venture with the County of Alpena. Moved by Trustee Russ Rhynard and supported by Trustee Norm Poli to table the ice storm clean up contribution to the May 19, 2025 Board of Trustees meeting. Voice Vote. Motion carried by unanimous voice vote.

### **FIRE CHIEF UPDATE**

Fire Chief Tim Baker updated the Township Board of the Fire Department response during the ice storm that began March 29, 2025. In the first 24 hours of the storm the department responded to 27 calls, 22 of those calls were from 3:00 pm to midnight. Chief Tim Baker recognized the following team members with a challenge coin as a thank you for their exceptional service during the storm: recruit Fire Fighter Gavin Plume, recruit Fire Fighter Wyatt Smith, Fire Fighter Matt Klimczak, Fire Fighter Avery Hoffman, Fire Fighter Jim Stachlewitz, Lieutenant Chris Stephens and Supervisor Abbi Kaszubowski. Chief Tim Baker also advised that all fire fighters have a training binder and the department is working to get everyone trained to the same level. The fire department also was approved for the DNR match grant of \$4,999.00 for a new Rapid Intervention Pack and SCBA masks for all fire fighters and Traffic Highway Safety Grant. The Township Board was also informed that the following week was National Fallen Fire Fighters recognition week and that each station would have lights to Light the Night Red and the Fire Chief is arranging a ringing of the bells memorial for fallen fire fighters.

### **WINDOW QUOTATIONS**

Supervisor Abbi Kaszubowski informed the Township Board that window quotes were requested for the offices of Clerk, Deputy Clerk, Supervisor and Water/Sewer Billing Specialist since January 25, 2025. The Township reached out to five (5) contractors and received quotes from only one. Moved by Trustee Norm Poli and supported by Trustee Russ Rhynard to table the window quotes to the May 19, 2025 Board of Trustees meeting. Voice Vote. Motion carried.

### **READY TO SERVICE CHARGE EVALUATION**

Supervisor Abbi Kaszubowski presented an engagement letter from Dawn Lund, Vice-President of Utility Financial Solutions, LLC to evaluate a potential rate structure based on a fixed monthly customer charge progressively by meter size. Moved by Trustee Cash Kroll and supported by Clerk Michele Palevich to approve the rate evaluation project with a good faith estimate of \$5,000.00 to



\$7,000.00 to be paid from GL #592-537-801.000, Professional and Contractual Services. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: Trustee Norm Poli. Absent None: Motion carried.

### **BOARDROOM RENTAL**

Supervisor Abbi Kaszubowski informed the Township Board that she received a request to use the boardroom for a Knitting Retreat weekend of May 2-4, 2025. The Board discussed updating the policy and procedures manual, fees for rental and a rental agreement.

Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to amend the Policy and Procedures manual as follows:

8.16 Add that “the minimum age for rental is twenty-five (25) years old”

8.18 Correct the last line to “in the case of a cancellation, the fee may be returned.”

Voice Vote. Motion carried by unanimous voice vote.

Moved by Trustee Steve Lappan and supported by Trustee Cash Kroll to table the resolution and agreement to the May 19, 2025 Board of Trustees meeting and to allow Yarns to Go the use the Township boardroom and kitchen from May 2-4, 2025 for no charge, as an exception, as the fee schedule and agreement are not complete. Voice Vote. Motion carried by unanimous voice vote.

Attorney Tim Gulden will revise the resolution for a fee schedule and agreement to be on the May 19, 2025 agenda.

### **ALPENA COUNTY ROAD COMMISSION ROAD MAINTENANCE AGREEMENTS**

Supervisor Abbi Kaszubowski informed the Board that she did a ride with John Bigden of the Alpena County Road Commission to review roads that need maintenance. He will have the agreements to the Township as soon as possible and a special meeting may be needed to approve the agreements before dust control is begun.

### **OMEGA ELECTRIC**

Treasurer Laura Ellery-Somers presented an invoice for two (2) outlets from the Treasurer’s office. Moved by Trustee Russ Rhynard and supported by Treasurer Laura Ellery-Somers to approve the Omega Electric and Sign Company Inc. invoice in the amount of \$665.13 to be paid from GL #101-265-930.010, Building and Improvements. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

### **PUBLIC COMMENT**

None.

### **DISCUSSION**

Trustee Norm Poli thanked the Fire Department for the extra hours worked because of the ice storm.

Trustee Russ Rhynard acknowledged that the fire fighters put the needs of others before their own.

Supervisor Abbi Kaszubowski acknowledged the following people for their service to the community during and after the ice storm: Dan VanEssen, Kim Poirier, Alisha Poirier, Samantha Steele, Joel LaFave, Jamie Boboltz, Shannon Vivero, Carlos Vivero, Brice Giet, Pam Cramer, Tara Sherrick, Tathia Lockhart, Mike Kauffman, Linda Bennett, Melanie Thomas, Maj Prezza Morrison, The Salvation Army, WATZ, Shannon Smolinski, Doug Moen, Nathan Lytle, Cody Henricksen, Jamie Hallahan, Catherine Winn, City of Tawas - Water Dept, American Red Cross, Jason Beatty, Jeffrey Meden, the Adamski Family, Walmart, Chief Tim Baker, Tammy Hubbard, Bedrock Excavating, Holcim, Courtney Holmes, Michigan National Guard, Christian Aid Ministry, St Anne's Parish, Emergency Manager Kim Elkie, County Administrator Jesse Osmer, Sheriff Erik Smith, Undersheriff Cash Kroll, Clerk Michele Palevich, Deputy Clerk Haley Birmingham, Treasurer Laura Ellery-Somers, FF Luke Meissner, FF Ryan Mendyka, FF Ed Hoskinson, FF/Training Officer Jim Stachlewitz, Lt. Chris Stephens, Lt. Scott Waterson, FF Recruit Wyatt Smith, FF Recruit Gavin Plume, FF Marquam Johnson, FF Josh Greenwell, Medical Responder Beverly Banks, FF Jacob Ordway, FF Aivree Hoffman-Robertson, FF Kevin Galloway, FF Tim Moggie, FF Matt Klimczak, FF Kevin Ginter and the families of our first responders, the water/sewer department and volunteers.

Clerk Michele Palevich thanked Chris Stephens of Ridge Tower Network for promptly setting up internet so payroll and fiscal year end tasks could be completed on time.

#### **ADJOURNMENT**

Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 8:02 p.m.

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Clerk Michele P. Palevich

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Supervisor Abbi Kaszubowski

## **CLERK'S REPORT FOR APRIL 2025**

6 FOIA Requests

Board of Trustees – regular and special meeting – agendas and minutes

Elections: Quality Voter File (QVF) maintained  
Voter registrations

Monthly Meeting Minutes Posting

Personnel Committee Meetings

Year End Journal Entries

Budget Adjustments

Back up for Building Department Administrative Assistant

Employee Navigator Administration

Time Clock Plus Oversight

Answer/direct fall through phone calls

Order Office Supplies

Forward Assessing Department Mail to Berg Assessing

Maintain Ordinance Book & Resolutions

Processed Bi-weekly and monthly Payrolls including payroll reports/payments.

Approved ACH water/sewer payments

Accounts payable (entering, journalizing, attaching invoices, printing warrants in BS & A & uploading to Huntington)

Upload meetings to Youtube

Maintain website

**Charter Township of Alpena Treasurer's Report  
April 2025**

**Board Meeting May 19, 2025**

2025 Ice Storm  
Paid off US 23 Water Special Assessment Bond  
Management meetings  
Fiscally Ready Communities Webinar  
Collect Water/Sewer payments  
Tax Distribution  
Tax Refunds  
Assessing Adjustments  
Bank Reconciliations  
MMTA Treasurer to Treasurer  
Huntington Bank Investments  
BS&A updates  
ACH water/sewer payments  
SIGMA Payments  
Point & Pay Payments  
NMMMA-Recycling Meeting (assist new secretary with minutes)  
Work plan while I'm out of the office  
Accounts Payable  
Payroll approval  
Disburse township Checks  
PNC Credit Card Rewards  
Board Meeting-monthly  
Deposit township revenues in  
Timesheet/PTO approval  
Quarterly billing for DPP/BLL  
Collect delinquent personal property tax  
Collect mobile home specific tax  
Banking/Deposits  
Online payment approvals  
Payment of the Bills (included with agenda packet correspondence)

\*Financial reports emailed to board members

- 1) Revenue/Expenditure Report
- 2) Check Register
- 3) Cash Summary Report
- 4) Water/Sewer History Register report

## **Supervisor's Report March 25**

3/4 Board of Review meeting

3/6 Active Shooter presentation at ACC

Zoom with water meter rep

3/7 Thunder Bay Island Lighthouse Preservation Society meeting

3/12 Board of Review meeting

3/13 Board of Review meeting

3/17 Zoom meeting with Rate Specialist

Zoom meeting with GovStack website builder

3/18 Mediation for water/waste water

3/19 Drove E Naylor and Wilke regarding road and flooding issues

NEMCOG joint Master Plan meeting

3/20 Meeting with NEMCOG

3/24 Budget Hearing

Board of Trustees meeting

3/25 Fire Committee meeting

3/26 3<sup>rd</sup> Ave discussion

3/27 NMMMA meeting

MCMP grant meeting

3/28 Mini skidsteer training for Clean Up Day

Meeting with County Admin

3/30 Opened township hall as emergency storm shelter

3/31 Maintained township hall as shelter

### Monthly Permit Comparison Report

	April 2024		April 2025	
Record Type	#	Revenue	#	Revenue
Building	29	\$ 13,571.00	27	\$ 13,753.00
Plan Reviews	n/a	\$ -	1	\$ 299.00
Electrical	11	\$ 2,615.00	47	\$ 7,294.00
Mechanical	19	\$ 3,825.00	31	\$ 5,610.00
Plumbing	8	\$ 1,752.00	10	\$ 2,109.00
<b>TOTALS</b>	<b>67</b>	<b>\$ 21,763.00</b>	<b>116</b>	<b>\$ 29,065.00</b>

<b>GAIN and/or LOSS</b>			<b>49</b>	<b>\$ 7,302.00</b>
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### YTD Permit Comparison Report

YTD 2024		YTD 2025	
#	Revenue	#	Revenue
67	\$ 26,487.00	57	\$ 34,294.00
n/a	\$ -	4	\$ 1,949.00
50	\$ 10,765.00	81	\$ 16,307.00
70	\$ 13,192.00	94	\$ 17,399.00
25	\$ 4,880.00	25	\$ 5,762.00
<b>212</b>	<b>\$ 55,324.00</b>	<b>261</b>	<b>\$ 75,711.00</b>

		<b>49</b>	<b>\$ 20,387.00</b>
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## MONTHLY UPDATE TO THE BOARD

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**TO:** ALPENA TOWNSHIP BOARD  
**FROM:** TIM BAKER, FIRE CHIEF  
**SUBJECT:** MONTHLY ATFD REPORT FOR APRIL/MAY, 2025  
**DATE:** MAY 9, 2025

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During the month of April, the ATFD responded to a total of 147 calls for service. There were 132 calls in April of 2024. This is a 11.36% increase in calls.

### **Significant Incidents:**

4/12/2025 – Grass Fire (Naylor Rd). Possible downed power line may have started fire that grew rapidly and threatened several structures. ATFD crews and mutual aid partners controlled the fire and saved all structures. AS crews started wrapping up, a second call for a vehicle fire was dispatched with crews responding and extinguishing the fire.

4/19/2025 – Commercial Structure Fire (US 23 South). Crews were called at 2am for fire at Lutes Plaza. Crews arrived with flames through the roof of attached pole barn in the rear of the 6-suite strip mall. Assistance was called from Sanborn Fire and Alpena City Fire. Crews kept the fire from spreading into the strip mall, with losses to the pole barn and only one business.

### **Training Activities:**

- All Firefighters are working on Training Task Books (Assigned Lockout/tag out and Slips Trips fall training online)
- All FT Staff were assigned seven different Fire Officer/Incident Command trainings online
- April 8 – Wildland/Urban Interface Training from the DNR.
- April 15 – Firefighter Cardiac Emergencies
- April 18 – Chief Baker completed Fire Officer III Train-the-Trainer
- May 6 – Drivers Training

Total cumulative training hours for the year is 364 hours for the department.

### **Station, Apparatus, Equipment Updates:**

- 3 SCBA bottles hydrostatic tested and 3 more sent for testing.
- Main Air Compressor bottles sent for hydrostatic testing (2 of 4)
- Tire repaired on Ranger

- New batteries, light bar, rear scene lights, and wiring completed on Brush Truck.
- Chainsaw from Engine 2 (unrepairable) – See attached for request to replace.
- Personal Protective Equipment – See attached for request to purchase

### **Events:**

- Bells across America – Honoring Fallen Firefighters. Held at St. Paul's Lutheran w/ City Fire.
- Demo of Aladtec software – see attached
- Walkthrough of PACE Northeast Michigan building
- Walkthrough of North Coney Island – Opening Sunday, May 11.
- Alpena County Firefighter Training Graduation



Respectfully Submitted,

Fire Chief Tim Baker





## Charter Township of Alpena Fire Department

### Run Totals

**April 2025**

Column1	Apr-24	YTD 2024	Apr-25	YTF 2025
Total MEDICAL	86	393	89	355
Totals Service Call	19	69	26	94
Total Fire Calls	0	6	7	13
Total False Alarm	5	14	5	16
Total PI Accidents	3	11	4	19
Total PI Extrication	1	3	0	0
Total Vehicle Fires	0	2	3	5
Total Vegetation fires	1	2	3	3
Total Other Calls	2	4	2	3
Total Other Rescue	0	2	0	1
Total Hazardous Conditions	9	29	6	36
Total Automatic Aid	0	0	0	0
Total Mutual Aid	0	4	1	10
Total Maple Ridge Calls	2	12	1	1
Total for Month	132	551	147	556
Total Training	4	17	2	10

**Cumulative Training Hours for 2025= 364 hours**

Submitted to

*Charter Township of*



Operating Report for  
April 2025



2960 Lucerne Dr., SE Grand Rapids, MI 49546



May 12, 2025

Ms. Abbi Kaszubowski  
4385 US-23 North  
Alpena, MI 49707

**SUBJECT: Charter Township of Alpena Operations Report for April 2025**

Dear Ms. Kaszubowski:

FVOP is pleased to submit a summary of our operations in the Charter Township of Alpena for April 2025. If you have any questions or comments regarding the information in this report, please feel free to contact us.

Sincerely,

**F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.**

A handwritten signature in blue ink that reads "Catherine A. Winn".

Catherine A. Winn  
Regional Manager | Associate

A handwritten signature in blue ink that reads "Nathan J. Lytle".

Nathan J. Lytle  
Distribution Foreman

Enclosures:

- Operations & Maintenance Summary
- Work Order Totals
- Maintenance Cap Expenditures
- Distribution System Monitoring

2960 Lucerne Drive SE, Suite 100  
Grand Rapids, MI 49546  
P: 616.588.2900  
F: 616.977.1005  
[www.fv-operations.com](http://www.fv-operations.com)

## **EXECUTIVE SUMMARY**

The April 2025 operation and maintenance summary report for the Alpena Township water and wastewater systems is provided for your review. All required monitoring was performed in the water system for this period. A copy of the distribution system Monthly Operating Report (MOR) is provided for the Board's review in Attachment C.

Maintenance Allowance expenditures for the contract year September 2024 – August 2025 total \$99,607.64. A copy of the Maintenance Allowance report is included in Attachment B.

A tabulation of all water and sewer Work Orders completed through April 2025 is provided in Attachment A.

## **OPERATIONAL HIGHLIGHTS**

April 1 – FVOP staff continued to run lift stations off generator power while power was off.

April 1 – FVOP staff worked with multiple septic companies to pump and haul out of different lift stations and deliver to Michigan Lift Station. This was used to keep other lift stations from having a sanitary sewer overflow.

April 1 – FVOP staff drove to Grand Rapids and picked up a second by-pass pump. FVOP returned with the pump to keep the Princeton Avenue Lift Station flowing.

April 2 – FVOP staff supervised the power outage and ran lift stations off the mobile generator. The French Road and Princeton Avenue lift stations were still being ran on a by-pass pump.

April 2 – FVOP staff responded to an emergency call out for a water shut off at 437 Victoria Drive. The home had a broken pipe in the basement and needed water turned off.

April 2 – Alpena Power was able to start restoring power back to some of the lift stations. Staff checked voltages and phases at each lift station before power was transferred back to utility power. Lay Road and French Road lift stations still did not have all three (3) phases.

April 3 – FVOP staff were able to turn French Road lift station back to utility power.

April 3 – FVOP staff responded to multiple emergency Miss-Digs for power pole replacements.

April 4 – FVOP staff cleaned, fueled up and returned a by-pass pump back to the City of Tawas.

April 5 – FVOP staff continued to monitor lift stations and generators waiting for power to come back in full three (3) phase.

April 6 – FVOP staff were able to restore power to the final lift station at Lay Road.

April 7 – FVOP staff worked with Michigan Rural Water Association to perform water leak detection services on the northern section of the Township's water system.

April 10 – FVOP staff were called out to Mac Avenue for a protentional sewer back up. FVOP staff located the manholes upstream and downstream of the home. The manhole downstream was found to be over twenty-eight inches below the road surface and was inaccessible at that depth. MacArthur Construction was called to excavate the manhole and raise it to be just below surface level.

April 11 – FVOP staff worked with MacArthur construction to raise the manhole cover at the intersection of Mac Avenue and Henery Street.



*Manhole at the intersection of Mac Ave and Henery Street*

April 16 – FVOP staff found Pump #1 at the M-32 Booster Station was not working and would not turn on in hand. Staff followed the problem back to a 30-amp fuse that had failed. Staff replaced all three (3) fuses at the power disconnect and returned the pump to normal operation.

April 18 – FVOP staff found the level transducer at Wyndham Gardens Lift Station #1 was giving faulty readings. Staff cleaned the transducer, tested floats and adjusted the set points of the lift station.

April 19 – FVOP staff responded at an emergency Missdig on Pearl Road to have the gas main excavated. This was called in due to the structure fire nearby.



April 22 – FVOP staff received an automated call from UIS SCADA for high level at French Road Lift Station. Staff found that pump #1 had tripped itself out. FVOP staff pulled the pump and found it bound up with wet wipes. Staff removed the wet wipes, checked rotation and returned the pump back into service.



*French Road Lift Station Pump #2*

April 28- FVOP staff worked on site restoration on Colorado Road.

April 29 – FVOP staff received multiple calls from UIS SCADA for power failure at Michigan, Wall and Harbor lift stations. Severe weather knocked power out to all three lift stations. Staff used the mobile generator the power Wall and Harbor lift stations until power could be restored back to utility power.

Attachment A

# Work Order Summary





Attachment B

# Maintenance Allowance Update

## ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2024-2025

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	<b>99,607.64</b>
Remaining Fund:	\$	<b>20,392.36</b>

September 2024			
Amazon Market Place	Materials for service call cleanup	\$	60.08
Fitzpatrick's Hardware	Shovel and hand tools for service calls	\$	46.48
Fitzpatrick's Hardware	1/4" brass valve and pipe nipple Michigan Lift Station	\$	23.89
Marathon Petro	Alp Twn Diesel	\$	27.17
Zoro Tools Inc.	Traffic Cones	\$	180.30
FEDEX	Meter sent out for testing	\$	14.57
		<b>Total September</b>	<b>\$ 352.49</b>

October 2024			
Fitzpatrick's Hardware	Replacement coupler Michigan Lift Station pump #2	\$	18.98
City of Alpena	Camera sewer main at 2011 Hobbs Drive	\$	210.00
Fitzpatrick's Hardware	Coupler for air compressor	\$	10.01
HD Supply Inc	Pressure transducer for Island Drive L/S	\$	789.82
Allied Instrumentation	Flow meter for French Road L/S	\$	3,077.31
Harbor Freight	Trailer hitch pin and rope	\$	10.00
Tractor Supply	Check valve repair parts	\$	27.81
Tractor Supply	2" x 2.5" hitch adapter	\$	26.49
Detroit Pump & Valve	Check valve gaskets for Lay Road L/S	\$	142.92
Marathon Petro	Diesel for Township equipment	\$	28.54
Green Acres Feed	Site restoration supplies	\$	130.95
		<b>Total October</b>	<b>\$ 4,472.83</b>

November 2024			
Fitzpatrick's Hardware	Dig supplies for Thunder Bay Ave	\$	51.38
Fitzpatrick's Hardware	Electrical Tape and MissDig Supplies	\$	31.77
Detroit Pump & Valve	two (2) new check valves for Lay Road Lift Station	\$	2,641.81
Michigan Pipe and Valve	3/4" K-type Copper	\$	1,197.59
Michigan Pipe and Valve	3/4" K-type Copper	\$	8,792.70
Fitzpatrick's Hardware	Chain Anchors to pull P#2 at Michigan Lift Station	\$	9.54
City of Alpena	Water samples for boil water advisory	\$	84.00
Marathon	Diesel for Township equipment	\$	28.01
		<b>Total November</b>	<b>\$ 12,836.80</b>

December 2024			
Ferguson Enterprises	3/4 X 5/8" Water meters	\$	6,239.93
Applied Industrial Tech	Brass curb stops for water services	\$	3,421.56
Applied Industrial Tech	Brass service line fittings	\$	296.53
Ferguson Enterprises	Water meter couplings	\$	2,266.29

## ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2024-2025

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	<b>99,607.64</b>
Remaining Fund:	\$	<b>20,392.36</b>

### December 2024 continued

<b>Standard Electric</b>	Heat block for Long Rapids master meter	\$	561.81
<b>Fitzpatrick's Hardware</b>	Repair kits for Township hammers	\$	40.33
<b>Alpena Ace Hardware</b>	Screws and anchors	\$	21.79
<b>The Home Depot</b>	Replacment UPS for French Road L/S	\$	77.89
<b>Alpena Ace Hardware</b>	Fuses for French Road L/S	\$	24.48
<b>Frank's Key and Lock</b>	Township Locks Re-keyed	\$	592.20
<b>ETNA Supply</b>	Replacment Nozzle for Fire Hydrant	\$	318.41
<b>Huron Engineering</b>	Density Testing on M-32	\$	196.88
<b>John's Electric</b>	Princeton L/S Electrical Work	\$	268.80
<b>Veolia</b>	Vactor Truck Pump and Haul Crittenden Court	\$	1,995.00
<b>Veolia</b>	Vactor Truck Pump and Haul Crittenden Court	\$	498.75
<b>Harbor Freight</b>	Screwdrivers and shop tools	\$	61.19
<b>Marathon Petro</b>	Diesel fuel for Township equipment	\$	40.83
<b>Total December</b>		<b>\$</b>	<b>16,922.67</b>

### January 2025

<b>City of Alpena</b>	Bacti Samples for Boil Water Notices	\$	252.00
<b>Fitzpatrick's Hardware</b>	Marking paint and stakes for Island Drive sewer easement	\$	43.39
<b>Fitzpatrick's Hardware</b>	Fuses for French Road Lift Station	\$	27.81
<b>Fitzpatrick's Hardware</b>	Heat cables and zip ties for Piper Tower	\$	35.04
<b>Ferguson Enterprises</b>	Gaskets for 1 1/2" water meter	\$	9.01
<b>Ferguson Enterprises</b>	4" water meter for Hampton Inn	\$	5,521.69
<b>HD supply</b>	Float replacments for lift stations	\$	103.46
<b>Michigan Pipe and Valve</b>	Brass comp nuts for service lines	\$	355.60
<b>Fitzpatrick's Hardware</b>	Repair supplies fro Michigan L/S blower vent	\$	49.16
<b>HD supply</b>	Missdigs supplies	\$	158.45
<b>Michigan Pipe and Valve</b>	6" Water main repair band	\$	383.99
<b>M.E. Simpson</b>	Meter testing for 201 Princeton Aveune	\$	79.86
<b>Fitzpatrick's Hardware</b>	Pipe cutting supplies for water service lines	\$	41.72
<b>HD supply</b>	Missdigs paint	\$	77.86
<b>Standard Electric</b>	Relay for French Road L/S	\$	10.02
<b>O'Reilly</b>	Battery replacment for Michigan L/S generator	\$	239.28
<b>Dixon Engineering</b>	South water tower inspection	\$	5,960.00
<b>City of Alpena</b>	Water samples for month of December	\$	84.00
<b>City of Alpena</b>	Camera sewer main on Cittenden Court	\$	630.00
<b>Alcona Septic Service</b>	French Road L/S pump and haul	\$	840.00
<b>Veolia</b>	Vactor work for sewer main on Crittenden Court	\$	3,045.00
<b>Total January</b>		<b>\$</b>	<b>17,947.34</b>

## ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2024-2025

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	<b>99,607.64</b>
Remaining Fund:	\$	<b>20,392.36</b>

### February 2025

Lakeshore Plumbing	Plumbing needed for meter replacment at 1880 Hamilton Road	\$	422.63
Fitzpatrick's Hardware	Field tools and mouse traps for M-32 Booster Station	\$	67.85
HD Supply INC	Lift station float replacments	\$	104.57
Michigan Pipe and Valve	Water main supplies	\$	717.89
Michigan Pipe and Valve	Curb-boxes	\$	1,117.45
Michigan Pipe and Valve	Curb-boxes	\$	4,868.26
Omega Electric	Yearly generator maintiance	\$	1,669.50
Marathon Petro	Fuel for township miniskid	\$	34.56
SP Clean Flow	Pump pulling hardware	\$	214.22
FedEx	Sent out master meter for repairs	\$	51.83
<b>Total February</b>		<b>\$</b>	<b>9,268.76</b>

### March 2025

Ferguson Enterprises	1" water meters	\$	1,676.99
Ferguson Enterprises	1" water meters	\$	1,676.99
Ferguson Enterprises	1 1/2" water meter for 2676 US-23 South	\$	1,108.02
Fitzpatrick's Hardware	Pin replacment for township's winch	\$	5.21
Fitzpatrick's Hardware	Cold Patch for road restorations	\$	43.80
Kendall Electric	LED module for M-32 Booster Station	\$	46.59
WM Supercenter	Tools for pump extraction	\$	26.02
Veolia Water	Vactor services on Sunset Blvd.	\$	262.50
UIS Scada	SCADA work at French and Lay Rd L/S	\$	2,433.39
<b>Total March</b>		<b>\$</b>	<b>7,279.51</b>

### April 2025

Meijer	Oil for township generators	\$	120.15
Alpena Supply Co.	Lay L/S Replacment Panel	\$	12,487.86
City of Tawas	Emergency Pump Rental due to ice storm	\$	1,735.43
Alpena Supply Co.	Lay L/S Replacment Panel install	\$	3,675.00
Fitzpatrick's Hardware	Wire for water meters	\$	122.41
Standard Electric	30 amp fuses for M-32 Booster Station Pump #1	\$	45.28
Fitzpatrick's Hardware	Copper cutting wheels and sewer supplies	\$	57.83
Standard Electric	Generator Plug in cord for Critten Ct. Lift Station	\$	123.69
Meijer Express	Oil for township generators	\$	98.40
Meijer Express	Oil for township generators	\$	41.69
Meijer Express	Fuel for generators and fuel tank	\$	367.50
Shell Oil	Fuel for generators and fuel tank	\$	311.93
Harbor Freight	Winch for sewer pumps	\$	219.43

## ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2024-2025

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	<b>99,607.64</b>
Remaining Fund:	\$	<b>20,392.36</b>

### April 2025 continued

Marathon Petro	Fuel for township Mini-skid	\$	41.31
UIS SCADA	French / Lay Road L/S	\$	363.30
Alcona Septic	Pump and haul services during ice storm	\$	9,030.00
Bedrock	Stone for back of township hall	\$	315.00
Alpena Electric Motor	Lay Road pump and bench test	\$	556.50
Veolia	Crane truck services at Lay Road L/S	\$	367.50
		<b>Total April</b>	<b>\$ 30,080.21</b>

### May 2025

Standard Electric	Mobile Generator Service	\$	433.13
Fitzpatrick's Hardware	Check Valve for sump pump in Michign Lift Station	\$	13.90
		<b>Total May</b>	<b>\$ 447.03</b>

Attachment C

# **Monitoring & Reporting**

**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY**  
DISTRIBUTION SYSTEM MONITORING

**CHARTER TOWNSHIP OF ALPENA**  
WSSN: 00170

**SAMPLE PERIOD:** April 2025

Nathan Lytle  
CERTIFIED OPERATOR

S-1  
CERTIFICATION

5/6/2025  
DATE SUBMITTED

Nathan Lytle

SIGNATURE OF CERTIFIED OPERATOR

REPORT INCLUDES - BACTERIOLOGICAL SUMMARY & ANALYSIS

BACTERIOLOGICAL ANALYSES BY: ALPENA, CITY OF  
LABORATORY NUMBER: 160

BACTERIOLOGICAL ANALYSES BY: HURON SHORE REGIONAL UTILITY AUTHORITY  
LABORATORY NUMBER: 2010

NO. OF ROUTINE SAMPLES REQUIRED: 6  
NO. OF ROUTINE SAMPLES TAKEN: 12  
NO. OF ROUTINE SAMPLES POSITIVE: 0  
NO. OF CHECK SAMPLES TAKEN: 0  
NO. OF CHECK SAMPLES POSITIVE: 0

DISTRIBUTION SYSTEM MONITORING										ALPENA TOWNSHIP										April 2025										WSSN: 00170									
DATE	Bacteriological Monitoring Stations																																						
	Chlorine Residuals in mg/L																																						
	1234 Golf Course			1318 M-32			3100 Piper			2733 US-23 S			8556 US-23 S			2201 US-23 S																							
	Free		Total	Free		Total	Free		Total	Free		Total	Free		Total	Free		Total																					
1																																							
2																																							
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4																																							
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7	0.63			0.68			0.73			0.86			0.41			0.91																							
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30	0.39			0.74			0.47			0.76			0.34			0.92																							
31																																							
																								Max.	0.92														
																								Min.	0.34														
DISTRIBUTION SAMPLES - BACTERIOLOGICAL SUMMARY																																							
Total number of routine distribution samples analyzed										12																													
Total number of positive routine distribution samples										0																													
Total number of routine distribution samples required										6																													
POSITIVE DISTRIBUTION SAMPLES										REPEAT SAMPLES										HPC Results for Samples with <0.20 mg/l Free Chlorine																			
Date	Monitoring Station					MF Count	MPN Count	Date	Monitoring Station					MF Count	MPN Count																								
																Date	Location	Result																					





May 1, 2025

Michele Palevich  
Clerk, Township of Alpena  
4385 US Highway 23 North  
Alpena, Michigan 49707

Subject: SID 620 Notification of Stream Reaches and Engineering Methods

Dear Michele Palevich:

Risk Mapping, Assessment, and Planning (Risk MAP) is a Federal Emergency Management Agency (FEMA) program that helps communities identify, assess, and reduce flood risk. Below is an outline of the study methodology used in a new Risk MAP project underway for select watersheds across Northern Michigan, which includes your community. Your general awareness of the project scope and methodology and an opportunity for you to provide comments are important to FEMA. You may have received an introductory letter previously sent in October 2024. This second letter serves as an official notification of our modeling methodology and scope extents. Should your community have questions or comments regarding study methods, please bring these to the attention of the project leads listed at the end of this letter.

The project uses 2-Dimensional Rain-On-Mesh (2D ROM) modeling techniques for the development of flood risk data. This Northern Michigan 2D Regional Mapping Study is one of several watershed-based 2D ROM studies now underway across the country. 2D ROM modeling routes precipitation across a spatially varied grid applied to the full watershed, thus enabling multi-directional flow. With recent advancements in modeling software and computational capabilities, an integrated single-model flood study can be produced for watershed basin sizes of 200 square miles or more. Spatially varied results from these models are then stitched together to form larger watershed grids and map data. Datasets include flood inundation extents, water surface elevations, depth and velocity data, and more.

A link to an online map viewer is provided herein as well as a QR code to showcase the community boundaries, project boundary, and stream centerlines (hydrography) delineated to drainage areas of 1-square-mile or greater:

<https://baker.maps.arcgis.com/apps/webappviewer/index.html?id=454e8df7c47d4fbfbfc9aa4d14fb17c5>

The stream centerlines depict areas where floodplain mapping products will be generated. The streamlines layer is supplemented to include areas with effective mapping established under National Flood Insurance Program (NFIP) regulatory framework.



The Northern Michigan 2D Regional Mapping Study uses best available data sources for topography, landcover and precipitation data. Key aspects of our methodology include the following:

- Use of the U.S. Army Corps of Engineers public-domain modeling software HEC-RAS Version 6.5 or better.
- Nominal mesh size of 200-foot spacing (200-foot x 200-foot mesh cells) with additional mesh density using 50 to 100-foot spacing in urban areas, floodplains, reservoirs, and other terrain variations. Mesh cell spacing along channels varies based on stream size and is selected to roughly match the stream width.



- National Oceanic and Atmospheric Administration (NOAA) Atlas 14 (24-hour) precipitation dataset is used, with an Aerial Reduction Factor (ARF) applied to the rain depths based on the size and orientation of the modeled watershed to account for spatial variation in rainfall depths. The resulting precipitation is applied to the model mesh using NRCS distribution nested hyetographs.
- Calibration procedures have been established by the project scope. Four historic events will be considered, with at least 2 in the 50% to 10% range, and at minimum another 2 occurring at 4% or lower. Historic event calibration will be supplemented with gage analysis, high water marks, and synthesized flow-frequency data. Curve numbers, Manning's n values, model geometry, and ARFs will be the parameters used for calibration. Accuracy of the ROM model results will be validated by comparison with gage and regression data, where available.

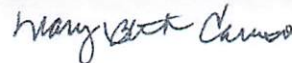
As this project progresses, the FEMA study team will roll out a second online map product which displays draft 1%-annual-chance floodplains for all streams within the project footprint with drainage areas greater or equal to 1-square-mile or where regulatory mapping is published under the NFIP. Model outputs and underlying gridded data will also be made available to communities and other users, expanding options in floodplain management, watershed planning, and mitigation planning processes.

Upon completion of this flood study, FEMA will begin an outreach phase to contact all impacted communities to review and discuss the results of this flood study. While the current project scope does not include updates to any Flood Insurance Rate Maps (FIRMs), the study methodology meets FIRM standards and therefore, parts of this dataset will be leveraged to update Zone A ("approximate") delineations following consultations with communities and states. This data, with further enhancements, may also be leveraged as a foundation for updates to Zone AE ("detailed") mapping.

Should you have questions or comments about the study methodology, please contact John Wethington, Risk Analysis Branch Chief, FEMA Region 5. You can contact John by email at [FEMA-R5-MAP@fema.dhs.gov](mailto:FEMA-R5-MAP@fema.dhs.gov) or by phone at (312) 408-5485. You may also direct questions to Kyle O'Neil, working as the Project Manager for this study. Mr. O'Neil can be reached by email at [kyle.oneil@mbakerintl.com](mailto:kyle.oneil@mbakerintl.com) or by phone at (720) 514-1113. *Although we invite your communications at any time, we ask that immediate and critical comments be sent by e-mail no later than **30 days** following your receipt of this letter.*

There will be additional opportunities throughout the mapping process for your community to review, comment on, and submit formal appeals to draft flood hazard information. We look forward to working with you and other community officials to increase flood awareness and mitigation action.

Sincerely,



Mary Beth Caruso  
Director, Mitigation Division  
FEMA Region 5

cc: Mario Fusco, CTP Coordinator, Michigan Department of Environment, Great Lakes, and Energy (EGLE)  
Matt Occhipinti, State NFIP Coordinator, EGLE  
Eric Kuklewski, Branch Chief, Floodplain Management and Insurance, Mitigation Division  
Megan Hart, Branch Chief, Hazard Mitigation Assistance, Mitigation Division  
Duane Castaldi, FEMA Regional Environmental Officer  
Jacob Pierce, Program Analyst, FEMA Region 5  
Betsy Finlay, Regional Service Center Lead, Region 5  
Matthew McGlone, Task Order Manager, ARC  
Namrata Batra, Deputy Task Order Manager, ARC

EAGLE SUPPLY CO.

319 W. Chisholm St.  
ALPENA, MI 49707  
USA

Voice: 989-464-2980  
Fax: 1-888-510-7358

QUOTATION

Quote Number: 307  
Quote Date: Jan 19, 2025  
Page: 1

Quoted To:
CHARTER TOWNSHIP OF ALPENA 4385 N. U.S. 23 ALPENA, MI 49707: ATTENTION CLERK

Customer ID	Good Thru	Payment Terms	Sales Rep
ALP TOWNSHIP	2/18/25	Net 30 Days	CHRIS LAWRENCE

Quantity	Item	Description	Unit Price	Amount
1.00	MAINTENANCE	FLOOR REFINISHING IN 4 RESTROOMS	600.00	600.00
1.00	MAINTENANCE	FLOOR REFINISHING IN HALLWAYS	600.00	600.00
1.00	MAINTENANCE	FLOOR REFINISHING IN BOARDROOM	1,200.00	1,200.00
Subtotal				2,400.00
Sales Tax				
TOTAL				2,400.00

**CHARTER TOWNSHIP OF ALPENA  
ALPENA COUNTY, MICHIGAN  
ORDINANCE NO. 157  
SANITARY SEWER AND WATER ORDINANCE AMENDMENT**

An ordinance to amend Charter Township of Alpena Ordinance No. 139 (the Charter Township of Alpena Sanitary Sewer and Water Ordinance), in order to revise section 6.2 of that ordinance to provide that all meters and meter couplings shall be the property of the Charter Township of Alpena and shall be under the Township's control, and in order to continue to promote the public health, safety, and general welfare of persons and property in the Township.

THE CHARTER TOWNSHIP OF ALPENA, ALPENA COUNTY, MICHIGAN, ORDAINS:

**SECTION 1. PURPOSE.**

The purpose of this ordinance is to amend section 6.2 of Charter Township of Alpena Ordinance No. 139 (the Charter Township of Alpena Sanitary Sewer and Water Ordinance), to provide that all meters and meter couplings shall be the property of the Charter Township of Alpena and shall be under the Township's control, and in order to continue to promote the public health, safety, and general welfare of persons and property in the Township.

**SECTION 2. AMENDMENT OF ORDINANCE NO. 139.**

Section 6.2 ("Ownership") of Charter Township of Alpena Ordinance No. 139 (the Charter Township of Alpena Sanitary Sewer and Water Ordinance), which presently provides that "[a]ll meters shall be the property of the Township and shall, at all times, be under its control," is hereby amended to delete that wording and to replace it with the following wording:

**6.2      Ownership – All meters and meter couplings shall be the property of the Township and shall, at all times, be under its control.**

**SECTION 3 EFFECTIVE DATE.**

This ordinance shall become effective immediately upon its publication as required by law.

**SECTION 4. PUBLICATION; RECORDATION; AUTHENTICATION.**

This ordinance shall be published once, in full, in a newspaper of general circulation within the boundaries of the Township, and qualified under state law to publish legal notices, within 30 days after its adoption; this ordinance shall be recorded in the record of ordinances book of the Township; and the Township Supervisor and the Township Clerk shall authenticate this ordinance by placing his or her official signature upon this ordinance.

**SECTION 5. SEVERABILITY.**

The provisions of this ordinance are hereby declared to be severable, and if any clause, sentence, word, section, or provision is hereafter declared void or unenforceable for any reason by any court of competent jurisdiction, it shall not affect the remainder of this ordinance, which shall continue in full force and effect.

**CERTIFICATION**

I hereby certify that the foregoing constitutes a true and complete copy of an ordinance duly adopted by the Charter Township of Alpena Board of Trustees at a regular meeting held on \_\_\_\_\_, 2025.

I further certify that the following Board members were present at the meeting: \_\_\_\_\_,  
and that the following Board member was absent: \_\_\_\_\_.

I further certify that the Board member \_\_\_\_\_ moved for adoption of the ordinance, and the motion was supported by the Board member \_\_\_\_\_.

I further certify that the following Board members voted upon roll call vote for the adoption of the ordinance: \_\_\_\_\_, and the following Board members voted against the adoption of the ordinance: \_\_\_\_\_.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by the Charter Township of Alpena Board of Trustees.

\_\_\_\_\_  
Abbi Kazsubowski  
Charter Township of Alpena Supervisor

\_\_\_\_\_  
Michele Palevich  
Charter Township of Alpena Clerk



304 W. Chisholm Street  
Alpena, Michigan 49707  
Ph: 989-354-4825  
Fax: 989-354-4338

---

Haley Birmingham  
Alpena Township  
4385 US-23 N  
Alpena, MI 49707

March 17, 2025

RE: Window Replacement - Revised Andersen 100 Series

Haley,

Thank you for the opportunity to provide you with a proposal for the replacement of the windows in the Clerk's office and the Building Department. Please see the following brief description of the work as we understand it.

**Scope of Work:**

- \* Building Permit
- \* Mobilization and demobilization
- \* Remove and dispose of 14 existing windows.
- \* Supply and install wood nailers and framing between proposed windows.
- \* Supply and install new prefinished metal wrap trim over new wood framing on exterior.
- \* Supply and install 20ea 30" x 52" Andersen 100 Series casement windows with screens.
- \* Supply and install interior wood trim as required.
- \* Stain and varnish the interior of new windows and all new wood trim.
- \* Interior and exterior caulking as required.
- \* Final cleaning

**Total Cost:**

**\$45,797**

Thanks again for the opportunity to be of service. Please feel free to contact me if you have any questions.

Respectfully Submitted,  
Meridian Contracting Services, LLC

Todd R. Britton



304 W. Chisholm Street  
Alpena, Michigan 49707  
Ph: 989-354-4825  
Fax: 989-354-4338

---

Haley Birmingham  
Alpena Township  
4385 US-23 N  
Alpena, MI 49707

March 13, 2025

RE: Window Replacement

Haley,

Thank you for the opportunity to provide you with a proposal for the replacement of the windows in the Clerk's office and the Building Department. Please see the following brief description of the work as we understand it.

**Scope of Work:**

- \* Building Permit
- \* Mobilization and demobilization
- \* Remove and dispose of 14 existing windows.
- \* Supply and install wood nailers and framing between proposed windows.
- \* Supply and install new prefinished metal wrap trim over new wood framing on exterior.
- \* Supply and install 20ea 30" x 52" Andersen 400 Series casement windows with screens.
- \* Supply and install interior wood trim as required.
- \* Stain and varnish the interior of new windows and all new wood trim.
- \* Interior and exterior caulking as required.
- \* Final cleaning

**Total Cost:**

**\$68,393**

Thanks again for the opportunity to be of service. Please feel free to contact me if you have any questions.

Respectfully Submitted,  
Meridian Contracting Services, LLC

Todd R. Britton



# CLEAN-UP CHECKLIST

Please check off items below that have been completed

## MAIN AREA

<input type="checkbox"/>	tables washed, legs folded in and returned to the table carts
<input type="checkbox"/>	chairs must be stacked on carts that are provided. If chairs are sticky or dirty, they must be washed before stacking them
<input type="checkbox"/>	garbage to be emptied and bags put in the dumpster outside
<input type="checkbox"/>	floors must be swept and if a sticky or dirty spot, must wipe up
<input type="checkbox"/>	carpets at entries are to be vacuumed
<input type="checkbox"/>	windows locked before leaving
<input type="checkbox"/>	doors locked before leaving
<input type="checkbox"/>	turn off all lights inside and outside

## KITCHEN AREA

<input type="checkbox"/>	countertops washed
<input type="checkbox"/>	freezer emptied and washed out if needed
<input type="checkbox"/>	refrigerator emptied and washed out if needed
<input type="checkbox"/>	stovetop washed off
<input type="checkbox"/>	if oven used, must be cleaned inside if food spills over
<input type="checkbox"/>	floors must be swept and if a sticky or dirty spot, must wipe up
<input type="checkbox"/>	garbage to be emptied and bags put in the dumpster outside
<input type="checkbox"/>	windows locked before leaving
<input type="checkbox"/>	doors locked before leaving

## BATHROOMS

<input type="checkbox"/>	empty garbage
<input type="checkbox"/>	floors must be swept and if a sticky or dirty spot, must wipe up

## OUTSIDE GROUNDS

<input type="checkbox"/>	If grounds are used, all garbage must be picked up and disposed of.
--------------------------	---

*I understand that I must sign the rental lease and complete the above items in a satisfactory manner before a deposit may be returned.  
This signature sheet will be returned with the keys upon completion of checking all the boxes.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Charter Township of Alpena**

**RESOLUTION ESTABLISHING FEE FOR TOWNSHIP BOARD ROOM USE**

Adopted: April 28, 2025

At a regular meeting, properly noticed, of the Board of Trustees of the Charter Township of Alpena, held on the 28<sup>th</sup> day of April, 2025, at 6:00 p.m., with the membership as follows:

PRESENT: \_\_\_\_\_.

ABSENT: \_\_\_\_\_.

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**WHEREAS**, Charter Township of Alpena Policies 8.15 through 8.20 authorize the Township Board of Trustees to make the Township Board Room available for public use; and

**WHEREAS**, Policy 8.18 provides that the Township Board of Trustees reserves the right to establish a fee schedule by resolution for the use of the Township Board Room; and

**WHEREAS**, the Township Board of Trustees wishes to establish a fee for the use of the Township Board Room by persons and organizations.

**NOW, THEREFORE, BE IT RESOLVED**, by the Charter Township of Alpena Board of Trustees, that the fee for the use of the Township Board Room shall be as follows:

**[\$\_\_\_ PER DAY? \$\_\_\_ PER HOUR?]** \_\_\_\_\_;  
and that the user shall pay as a security deposit against any damage done to the Township premises or for the user's failure to clean the premises as required by the applicable Township Board Room User Agreement the sum of \$\_\_\_\_\_.

AYES: \_\_\_\_\_.

NAYES: \_\_\_\_\_.

The Supervisor declared the resolution adopted.

Passed and approved this 28<sup>th</sup> day of April, 2025, by the Charter Township of Alpena Board of Trustees.

CHARTER TOWNSHIP OF ALPENA

Dated: \_\_\_\_\_

\_\_\_\_\_  
By: Abbi Kaszubowski  
Its: Supervisor

Dated: \_\_\_\_\_

\_\_\_\_\_  
By: Michele Palevich  
Its: Clerk

**CERTIFICATION**

I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by the Charter Township of Alpena Board of Trustees at its regular meeting held on the 28<sup>th</sup> day of April, 2025, at 6:00 p.m., at the Township offices, located at 4385 US-23 North, Alpena, Michigan 49707, with a quorum present.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Michele Palevich  
Alpena Township Clerk

## **Public Use of Township Facilities**

### **8.15 Availability**

Township facilities that are open to public use shall be used only in compliance with township policies and procedures.

The township board authorizes limited public access to and use of the following township facilities:

- Main board room
- Fire/rescue training room
- Park pavilion

### **8.16 Denial of Facilities**

The township board reserves the right to refuse use of the facilities for cause.

### **8.17 Reservations**

Township facilities are available for use by any individual or organization on a first-come, first-served basis. The Supervisor's secretary shall record each reservation on a facility calendar, on a first-come, first-served basis.

Reservations forms shall be used to secure use of township facilities and to establish the terms such reservations are subject to. The reservations form shall include a waiver that will hold the township harmless for any actions related to the event. This agreement may be amended from time to time as determined appropriate by the township attorney.

Reservations forms shall be made available at the office of the township Supervisor.

### **8.18 Fees and Deposits**

The township board reserves the right to establish a fee schedule and periodically adjust the fees as necessary for use of township facilities by township board resolution.

The fee shall be determined by the board of trustees as adopted by resolution.

The fee shall be paid at the time the reservation is made. In the case of a cancellation, the fee shall may returned.

### **8.19 Damages**

A damage deposit shall be required in conjunction with any rental fee. The deposit will be returned after the Supervisor determines that damage to the facility has not occurred. If damage to the facility has occurred, the township shall use the deposit to repair the damage. If damage has occurred, the renter shall be notified. The township shall repair the damage, and if damages exceed the deposit, an invoice covering the cost of the repairs shall be submitted to the renter for payment.

Failure to reasonably clean the facility after use may result in forfeiture of a portion of the damage deposit to pay for cleaning expenses.

### **8.20 Facility Use Rules**

- No smoking is allowed within any part of the building.
- Chairs and other equipment must be returned to their place of storage by the renter.
- Floors must be swept.
- Counters and tabletops must be wiped clean.
- Any trash must be deposited in the dumpster.
- Kitchen equipment and utensils must be washed and returned to their original storage.
- Other rules as may be deemed appropriate by the township board

### **8.21 Drug, Alcohol and Workplace Violence Policy**

The Charter Township of Alpena is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Township to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated.

**CHARTER TOWNSHIP OF ALPENA  
TOWNSHIP BOARD ROOM USER AGREEMENT**

This Agreement is made between the Charter Township of Alpena, of 4385 US-23 North, Alpena, Michigan 49707 ("the Township), and \_\_\_\_\_, of [address:] \_\_\_\_\_ ("the User").

In consideration of the Township permitting User to use the Charter Township of Alpena Board Room located at 4385 US-23 North, Alpena, Michigan 49707 ("the Board Room"), User agrees as follows:

1. **Date(s) of Use.** User is scheduled to use the Board Room for the purpose of \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, between the hours of \_\_\_\_\_.m. and \_\_\_\_\_.m.

2. **Use Rate.** User shall pay the sum of \$\_\_\_\_\_ for use of the Board Room.

3. **Release and Indemnification.** User hereby releases, forever discharges, and agrees to indemnify and hold harmless the Township, and its officers, board members, employees, agents, insurers, and representatives, from and against all claims, actions, costs, expenses (including but not limited to attorney fees), and demands made by anyone in connection with any death, injury, loss, and damage to any person or property, howsoever caused, arising out of or related to User's use of the Board Room. User assumes all risks, both known and unknown, and all consequences thereof, arising out of the use of the Board Room.

4. **Clean-up; Damage.** At the end of the use period, User shall complete all required items listed on the provided Clean-Up Checklist. In addition, User is responsible for any and all damage to the Board Room that arises from or is related to the use of the of the Board Room by User, User's guests, and any other person or entity related to User's use of the Board Room.

5. **Security Deposit.** User shall pay as a security deposit against any damage done to the Board Room or to other Township premises, and for User's failure to complete the required items listed on the provided Clean-Up Checklist, the sum of \$\_\_\_\_\_. The Township shall retain such amount as necessary to repair the damage, replace damaged items, and/or complete the required clean-up. User shall remain responsible for any excess sum above the amount of the security deposit.

6. **Insurance Requirements.** If instructed to do so by the Township Supervisor, User shall obtain insurance coverage as follows, provide satisfactory proof of such insurance coverage to the Township Supervisor prior to the use of the Board Room, and name the Township as an additional insured in the applicable insurance policy or policies: \_\_\_\_\_.

7. **Usage Requirements.** User shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations and shall not use or allow the use of the Board Room for any unlawful purpose. No items or substances shall be kept in the Board Room or on the Township premises or any activity conducted that is illegal, noisy, or dangerous. In addition, User shall not deface any wall or other surface within the Board Room or at the Township premises by markings or by affixing anything thereon.

8. **Applicable Laws; Entire Understanding; Modification of Agreement.** This Agreement shall be governed by the laws of the state of Michigan. This Agreement contains the entire understanding between the parties. This Agreement may not be modified except through an express written agreement signed by the parties.

**CHARTER TOWNSHIP OF ALPENA**

Signature: \_\_\_\_\_  
By:  
Its:

Dated: \_\_\_\_\_

**USER**

Signature: \_\_\_\_\_  
Print Signer's name: \_\_\_\_\_

Dated: \_\_\_\_\_

## GENERAL FUND

[illegible]

## BUDGET ADJUSTMENTS

## PUBLIC SAFETY

[illegible]

—

## WATER FUND

[illegible]



**LETTER OF AGREEMENT  
BETWEEN  
CHARTER TOWNSHIP OF ALPENA  
AND  
FOPLC**

This Letter of Agreement is hereby made between the Fraternal Order of Police Labor Council (“Union”) and the Charter Township of Alpena (“Employer”), effective on May 27, 2025.

*Intent:* To suspend regular working hours for bargaining unit employees and replace them with modified “summer hours” for a trial period.

WHEREAS, the Employer and Union are parties to a Collective Bargaining Agreement which is set to expire on March 31, 2026; and

WHEREAS, Article 7, Section 1 of the parties’ Collective Bargaining Agreement sets forth the work days and work hours for bargaining unit employees; and

WHEREAS, Article 7, Section 2 of the parties’ Collective Bargaining Agreement sets forth the lunch and rest periods of bargaining unit employees; and

WHEREAS, the Employer and Union now wish to modify work hours and lunch periods for a trial period.

THEREFORE, the Employer and Union mutually agree to the following:

1. Suspend Article 7, Section 1(A) while this Agreement is in effect.
2. Replace Article 7, Section 1(A) with the following language while this Agreement is in effect:

*The normal hours of work for all full-time employees shall consist of forty (40) straight time hours per employee, beginning Monday and continuing for five (5) consecutive days, eight (8) hours per day, starting at 8:00 a.m. and ending at 4:30 p.m.*

3. Suspend Article 7, Section 2(A) while this Agreement is in effect.

4. Replace Article 7, Section 2(A) with the following language while this Agreement is in effect:

*There shall be a thirty (30) minute unpaid lunch period each work day for each employee. Lunch periods may be scheduled by the Employer upon a staggered basis so as to permit continuous operation of the Department.*

5. This Agreement shall be in effect from May 27, 2025 through August 29, 2025. After this Agreement expires, Article 7, Sections 1(A) and 2(A) shall be restored.
6. The Parties agree that this is a trial period for “summer hours,” and there is no guarantee that summer hours will be agreed to by the Parties or otherwise offered at any time in the future.
7. The remainder of the Parties’ Collective Bargaining Agreement shall remain in full force and effect while this Agreement is in effect.

**AGREED.**

**CHARTER TOWNSHIP OF ALPENA**

\_\_\_\_\_  
Abbi Kaszubowski  
Township Supervisor

Date: \_\_\_\_\_

\_\_\_\_\_  
Michele Palevich  
Township Clerk

Date: \_\_\_\_\_

**FRATERNAL ORDER OF POLICE LABOR COUNCIL**

\_\_\_\_\_  
Steve Warren  
FOPLC Business Agent

Date: \_\_\_\_\_

\_\_\_\_\_  
Lynn Daoust  
Local President

Date: \_\_\_\_\_



## ALPENACOUNTY EQUALIZATION DEPARTMENT

Email: [equalizationoffice@alpenacounty.org](mailto:equalizationoffice@alpenacounty.org)

720 W Chisholm Suite #5  
Alpena, MI 49707

Office (989) 354-9560  
Fax (989) 354-9647

May 1, 2025

Township Treasurer

Subject: 2025 Summer Tax Bills

Enclosed you will find the Summer Tax Bill form, please complete the form and return it to the office no later than May 31, 2025.

If you plan to put a Newsletter/Insert with the Summer Tax Bills, please complete the form and return it to the Alpena County equalization office.

Thank you!

Sincerely,

Ted Somers, Director  
Alpena County Equalization Department  
(989) 354-9560

RECEIVED

MAY 05 2025

ALPENATOWNSHIP  
TREASURER



## ALPENA COUNTY EQUALIZATION DEPARTMENT

720 W Chisholm Suite #5  
Alpena, MI 49707

Office (989) 354-9560

To: Township Treasurer

From: Alpena County Equalization Department

Date: May 1, 2025

RE: Township Maintenance Agreement 2025

It is getting close to that time of year again. Please sign this acknowledging that you desire Alpena County Equalization to print your tax bills. The new cost will be \$2.00 per parcel for the maintaining fee, (based on active parcels). The billing for this year will take place in January of the following year. Please find enclosed the layout of the tax bill for your review. Reminder: If you plan to put an insert in with the tax bills, we will need a letter from the Township giving us permission to so.

Township  
Name: \_\_\_\_\_

Township  
Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Township  
Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Township  
Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

**RECEIVED**

**MAY 05 2025**

**ALPENA TOWNSHIP  
TREASURER**





# ALPENA COUNTY

## EQUALIZATION DEPARTMENT

720 W Chisholm Suite #5  
Alpena, MI 49707

Office (989) 354-9560  
equalizationoffice@alpenacounty.org

### 2025 SUMMER TAX BILLS

RECEIVED

Township Name: \_\_\_\_\_

MAY 05 2025

ALPENA TOWNSHIP  
TREASURER

Treasurers  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Tax Bill Sort: \_\_\_\_\_

Folding Stuffing: \_\_\_\_\_

(Select One)

\_\_\_\_\_  
Parcel Number  
\_\_\_\_\_  
Owners Name  
\_\_\_\_\_  
Property Address  
\_\_\_\_\_  
Tax Bill Name  
\_\_\_\_\_  
Zip Code

(Select desired)

\_\_\_\_\_  
Folded  
\_\_\_\_\_  
Stuffed  
\_\_\_\_\_  
Sealed  
\_\_\_\_\_  
Newsletter  
\_\_\_\_\_  
Boxes Extra Envelopes

Tax Roll Export: \_\_\_\_\_

Disc from Equalization: ☐

E-Mailed from ☐ Equalization: ☐

Tax Bills:

Do you want tax bills with the amount due of zero printed? \_\_\_\_\_

Do you charge the 3% penalty? \_\_\_\_\_

Do you charge the 1% Interest? \_\_\_\_\_

Do you charge the 1% Administration Fee? \_\_\_\_\_

Interest/Penalty Spread Options:

☐ Spread Interest and Penalty to taxing unit

☐ Spread Interest only to taxing unit

☐ Spread Penalty only to taxing unit

☐ Do not spread Interest/Penalty to taxing unit

Do you charge interest and penalties on the Admin Fee? \_\_\_\_\_

Do you have any special assessments? \_\_\_\_\_

YES: ☐

NO: ☐

Alpha List: \_\_\_\_\_

Owner Name: ☐

Parcel Order: ☐

Provided on a disk will be a list by Tax Roll Alpha List by Owner Name, Tax Roll List by Parcel Number, and 911 Address List by Parcel Number. Also included will be Tax Roll for Real, Tax Roll for Personal, Tax Roll DNR-PILT, Tax Roll for IFT Totals (If Applicable), a Tax Warrant, a copy of the tax bills that were printed, an export of your units tax bills.

**PLEASE RETURN TO EQUALIZATION IN RETURN ENVELOPE BY  
MAY 31, 2025.**

**NOTE: Please attach the minutes from your Board Meeting approving the News Letter. NEWS LETTERS WILL NEED TO BE PRINTED ON 20 LB PAPER AND DELIVERED TO THE ALPENA COUNTY EQUALIZATION OFFICE BY: JUNE 10, 2025.**





## ALPENA COUNTY EQUALIZATION DEPARTMENT

RECEIVED

MAY 05 2025

ALPENA TOWNSHIP  
TREASURER

720 W Chisholm Suite #5  
Alpena, MI 49707

Office (989) 354-9560

### TOWNSHIP NEWSLETTER/INSERT

Township: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name

Title

The Township of \_\_\_\_\_ has approved the attached newsletter/insert, giving Alpena County authority to include with the summer/winter tax bills.

Please include approved township board minutes along with a copy of the approved newsletter/insert.

**Newsletters/inserts will not be included without written approval from the township board.**

**NEWSLETTERS/INSERT MUST TO BE ON 20 LB PAPER AND MUST TO BE TO EQUALIZATION BY June 10, 2025.**

# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA ROAD NAME THUNDER BAY AVENUE  
SEC. 33 TOWN T31N RANGE R8E TERMINI POB at End of pavement  
PROJECT NO. \_\_\_\_\_ then South 800'  
Length: 800' 0.15 mile  
ESTIMATE PREPARED 5/13/2025 LEGAL CLASSIFICATION LOCAL  
(Date) (Local or Primary)  
BY John Bygden ACTIVITY HEAVY MAINTENANCE  
(Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL SURFACE 800 lft X 24 LFT X 3" CIP (LIMESTONE)	\$5,260.00
SURFACING	
DUST CONTROL	
OTHER	
TOTAL ESTIMATE	\$5,260.00
ROAD COMMISSION SHARE	\$2,630.00
TOWNSHIP SHARE	\$2,630.00
OTHERS SHARE	\$0.00
(Name)	

## REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

CHARTER TOWNSHIP OF ALPENA

TOWNSHIP BOARD

BY:

SUPERVISOR

DATE

CLERK

DATE

TREASURER

DATE

TRUSTEE

DATE

TRUSTEE

DATE

BY \_\_\_\_\_

DATE \_\_\_\_\_

# ROAD AGREEMENT

TWP. <u>ALPENA</u>	ROAD NAME <u>WALL AVENUE</u>
SEC. <u>33</u> TOWN <u>T31N</u> RANGE <u>R8E</u>	TERMINI <u>POB at Mac Avenue then</u>
PROJECT NO. _____	<u>South 1,325'</u>
	<u>Length: 1,325' 0.25 mile</u>
ESTIMATE PREPARED <u>5/13/2025</u>	LEGAL CLASSIFICATION <u>LOCAL</u>
(Date)	(Local or Primary)
BY <u>John Bygden</u>	ACTIVITY <u>HEAVY MAINTENANCE</u>
	(Maintenance or Construction)

DESCRIPTION OF WORK		ESTIMATED COST
CLEARING AND GRUBBING		
GRADING		
DRAINAGE AND STRUCTURES		
GRAVEL	SURFACE 1,325 lft X 24 LFT X 3" CIP (LIMESTONE)	\$8,710.00
SURFACING		
DUST CONTROL		
OTHER		
TOTAL ESTIMATE		\$8,710.00
ROAD COMMISSION SHARE		\$4,355.00
TOWNSHIP SHARE		\$4,355.00
OTHERS SHARE		\$0.00
(Name)		

## REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

CHARTER TOWNSHIP OF ALPENA

BY:

TOWNSHIP BOARD

**SUPERVISOR**

DATE \_\_\_\_\_

**CLERK**

DATE \_\_\_\_\_

**TREASURER**

DATE \_\_\_\_\_

**TRUSTEE**

DATE \_\_\_\_\_

**TRUSTEE**

DATE \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_



# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA ROAD NAME JENSEN AVENUE  
 SEC. 33 TOWN T31N RANGE R8E TERMINI POB at Wall Avenue then  
 PROJECT NO. \_\_\_\_\_ NW to Michigan Avenue  
 \_\_\_\_\_ Length: 300' 0.06 mile  
 ESTIMATE PREPARED 5/13/2025 LEGAL CLASSIFICATION LOCAL  
 \_\_\_\_\_ (Date) \_\_\_\_\_ (Local or Primary)  
 BY John Bygden ACTIVITY HEAVY MAINTENANCE  
 \_\_\_\_\_ (Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL SURFACE 300 lft X 24 LFT X 3" CIP (LIMESTONE)	\$1,972.00
SURFACING	
DUST CONTROL	
OTHER	
TOTAL ESTIMATE	\$1,972.00
ROAD COMMISSION SHARE	\$986.00
TOWNSHIP SHARE	\$986.00
OTHERS SHARE	\$0.00
(Name)	

REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

BY \_\_\_\_\_

DATE \_\_\_\_\_

CHARTER TOWNSHIP OF ALPENA TOWNSHIP BOARD

BY: \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

CLERK \_\_\_\_\_ DATE \_\_\_\_\_

TREASURER \_\_\_\_\_ DATE \_\_\_\_\_

TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA ROAD NAME JENSEN AVENUE  
 SEC. 33 TOWN T31N RANGE R8E TERMINI POB at Mac Avenue then  
then East to Thunder Bay Avenue  
 PROJECT NO. \_\_\_\_\_ Length: 350' 0.07 mile  
 ESTIMATE PREPARED 5/13/2025 LEGAL CLASSIFICATION LOCAL  
 (Date) (Local or Primary)  
 BY John Bygden ACTIVITY HEAVY MAINTENANCE  
 (Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL SURFACE 350 lft X 24 LFT X 3" CIP (LIMESTONE)	\$2,300.00
SURFACING	
DUST CONTROL	
OTHER	
TOTAL ESTIMATE	\$2,300.00
ROAD COMMISSION SHARE	\$1,150.00
TOWNSHIP SHARE	\$1,150.00
OTHERS SHARE	\$0.00
(Name)	

## REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

BY \_\_\_\_\_  
 DATE \_\_\_\_\_

CHARTER TOWNSHIP OF ALPENA

BY:

\_\_\_\_\_  
TOWNSHIP BOARD

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

CLERK \_\_\_\_\_ DATE \_\_\_\_\_

TREASURER \_\_\_\_\_ DATE \_\_\_\_\_

TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

# **ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT**

TWP. <u>ALPENA</u>	ROAD NAME <u>HENRY AVENUE</u>
SEC. <u>33</u> TOWN <u>T31N</u> RANGE <u>R8E</u>	TERMINI <u>POB at Wall Avenue then</u>
PROJECT NO. _____	<u>then East to Thunder Bay Avenue</u>
	<u>Length: 650' 0.12 mile</u>
ESTIMATE PREPARED <u>5/13/2025</u>	LEGAL CLASSIFICATION <u>LOCAL</u>
(Date)	(Local or Primary)
BY <u>John Bygden</u>	ACTIVITY <u>HEAVY MAINTENANCE</u>
	(Maintenance or Construction)

DESCRIPTION OF WORK		ESTIMATED COST
CLEARING AND GRUBBING		
GRADING		
DRAINAGE AND STRUCTURES		
GRAVEL	SURFACE 650 lft X 24 LFT X 3" CIP (LIMESTONE)	\$4,274.00
SURFACING		
DUST CONTROL		
OTHER		
TOTAL ESTIMATE		\$4,274.00
ROAD COMMISSION SHARE		\$2,137.00
TOWNSHIP SHARE		\$2,137.00
OTHERS SHARE		\$0.00
(Name)		

## REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

CHARTER TOWNSHIP OF ALPENA

BY:

TOWNSHIP BOARD

SUPERVISOR

DATE \_\_\_\_\_

CLERK

DATE \_\_\_\_\_

**TREASURER**

DATE \_\_\_\_\_

**TRUSTEE**

DATE \_\_\_\_\_

**TRUSTEE**

DATE \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_

# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. <u>ALPENA</u>	ROAD NAME <u>PARTRIDGE POINT RD</u>
SEC. <u>10, 11</u> TOWN <u>T30N</u> RANGE <u>R8E</u>	TERMINI <u>POB 6,336' East of US-23 then</u>
PROJECT NO. _____	<u>2,610' to pavement</u>
	<u>Length: 2,610' 0.49 mile</u>
ESTIMATE PREPARED <u>5/13/2025</u>	LEGAL CLASSIFICATION <u>LOCAL</u>
(Date)	(Local or Primary)
BY <u>John Bygden</u>	ACTIVITY <u>HEAVY MAINTENANCE</u>
	(Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL SURFACE 2,610 lft X 24 LFT X 3" CIP (LIMESTONE)	\$17,156.00
SURFACING	
DUST CONTROL	
OTHER	
TOTAL ESTIMATE	\$17,156.00
ROAD COMMISSION SHARE	\$8,578.00
TOWNSHIP SHARE	\$8,578.00
OTHERS SHARE	\$0.00
(Name)	

REMARKS OR STIPULATIONS
The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION  BY _____  DATE _____	CHARTER TOWNSHIP OF ALPENA TOWNSHIP BOARD BY: _____ SUPERVISOR _____ DATE _____ CLERK _____ DATE _____ TREASURER _____ DATE _____ TRUSTEE _____ DATE _____ TRUSTEE _____ DATE _____
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# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA ROAD NAME WESSEL ROAD  
 SEC. 35, 36 TOWN T30N RANGE R8E TERMINI POB Bloom Road then  
South 5,280'  
 PROJECT NO. \_\_\_\_\_ Length: 5,280' 1.00 mile  
 ESTIMATE PREPARED 5/13/2025 LEGAL CLASSIFICATION LOCAL  
 (Date) (Local or Primary)  
 BY John Bygden ACTIVITY HEAVY MAINTENANCE  
 (Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL SURFACE 5,280 lft X 24 LFT X 3" CIP (LIMESTONE)	\$34,706.00
SURFACING	
DUST CONTROL	
OTHER	
TOTAL ESTIMATE	\$34,706.00
ROAD COMMISSION SHARE	\$17,353.00
TOWNSHIP SHARE	\$17,353.00
OTHERS SHARE	\$0.00
(Name)	

REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

CHARTER TOWNSHIP OF ALPENA

BY: \_\_\_\_\_ TOWNSHIP BOARD

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

CLERK \_\_\_\_\_ DATE \_\_\_\_\_

TREASURER \_\_\_\_\_ DATE \_\_\_\_\_

TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_

## ROAD AGREEMENT

TWP. <u>ALPENA</u>	ROAD NAME <u>PIPER ROAD</u>
SEC. <u>16</u> TOWN <u>T30N</u> RANGE <u>R8E</u>	TERMINI <u>POB 7,000' South of end of</u>
PROJECT NO. _____	<u>pavement then continue S. 1,800'</u>
	<u>Length: 1,800' 0.34 mile</u>
ESTIMATE PREPARED <u>5/13/2025</u>	LEGAL CLASSIFICATION <u>LOCAL</u>
(Date)	(Local or Primary)
BY <u>John Bygden</u>	ACTIVITY <u>HEAVY MAINTENANCE</u>
	(Maintenance or Construction)

DESCRIPTION OF WORK		ESTIMATED COST
CLEARING AND GRUBBING		
GRADING		
DRAINAGE AND STRUCTURES		
GRAVEL	SURFACE 1,800 lft X 24 LFT X 3" CIP (LIMESTONE)	\$20,184.00
SURFACING		
DUST CONTROL		
OTHER		
TOTAL ESTIMATE		\$20,184.00
ROAD COMMISSION SHARE		\$10,092.00
TOWNSHIP SHARE		\$10,092.00
OTHERS SHARE		\$0.00
(Name)		

## REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

CHARTER TOWNSHIP OF ALPENA

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BY: \_\_\_\_\_ TOWNSHIP BOARD

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

CLERK \_\_\_\_\_ DATE \_\_\_\_\_

TREASURER \_\_\_\_\_ DATE \_\_\_\_\_

TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_

# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA ROAD NAME TURNBULL MILL ROAD  
SEC. 29 TOWN T32N RANGE R9E TERMINI POB Bloom Road then North  
PROJECT NO. \_\_\_\_\_ 3,500'  
Length: 3,500' 0.66 mile  
ESTIMATE PREPARED 5/13/2025 LEGAL CLASSIFICATION LOCAL  
(Date) (Local or Primary)  
BY John Bygden ACTIVITY HEAVY MAINTENANCE  
(Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL SURFACE 3,500 lft X 22 LFT X 3" CIP (NATURAL)	\$19,228.00
SURFACING	
DUST CONTROL	
OTHER	
TOTAL ESTIMATE	\$19,228.00
ROAD COMMISSION SHARE	\$9,614.00
TOWNSHIP SHARE	\$9,614.00
OTHERS SHARE	\$0.00
(Name)	

## REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

BY \_\_\_\_\_  
DATE \_\_\_\_\_

CHARTER TOWNSHIP OF ALPENA TOWNSHIP BOARD  
BY: \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_  
CLERK \_\_\_\_\_ DATE \_\_\_\_\_  
TREASURER \_\_\_\_\_ DATE \_\_\_\_\_  
TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_  
TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

## ROAD AGREEMENT

TWP. <u>ALPENA</u>		ROAD NAME <u>TRUCKEY ROAD</u>	
SEC. <u>5</u>	TOWN <u>T31N</u> RANGE <u>R8E</u>	TERMINI <u>POB at end of pavement then</u>	
PROJECT NO. _____		<u>North to Villeneuve Road</u>	
		<u>Length: 3,000' 0.57 mile</u>	
ESTIMATE PREPARED <u>5/13/2025</u>		LEGAL CLASSIFICATION <u>LOCAL</u>	
(Date)		(Local or Primary)	
BY <u>John Bygden</u>		ACTIVITY <u>HEAVY MAINTENANCE</u>	
		(Maintenance or Construction)	

DESCRIPTION OF WORK		ESTIMATED COST
CLEARING AND GRUBBING		
GRADING		
DRAINAGE AND STRUCTURES		
GRAVEL	SURFACE 3,000 lft X 24 LFT X 3" CIP (NATURAL)	\$17,980.00
SURFACING		
DUST CONTROL		
OTHER		
TOTAL ESTIMATE		\$17,980.00
ROAD COMMISSION SHARE		\$8,990.00
TOWNSHIP SHARE		\$8,990.00
OTHERS SHARE		\$0.00
(Name)		

## REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

**CHARTER TOWNSHIP OF ALPENA**

---

**TOWNSHIP BOARD**

**BY:**

<b>SUPERVISOR</b>	<b>DATE</b>
<b>CLERK</b>	<b>DATE</b>
<b>TREASURER</b>	<b>DATE</b>
<b>TRUSTEE</b>	<b>DATE</b>
<b>TRUSTEE</b>	<b>DATE</b>



# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA ROAD NAME HAKEN ROAD  
SEC. 24, 19 TOWN T32N RANGE R7E/R8E TERMINI POB at Lacombe Road then  
PROJECT NO. South 5,280'  
ESTIMATE PREPARED 5/13/2025 Length: 5,280' 1.00 mile  
(Date) LEGAL CLASSIFICATION LOCAL  
BY John Bygden (Local or Primary)  
ACTIVITY HEAVY MAINTENANCE  
(Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL SURFACE 5,280 lft X 24 LFT X 3" CIP (NATURAL)	\$31,646.00
SURFACING	
DUST CONTROL	
OTHER	
TOTAL ESTIMATE	\$31,646.00
ROAD COMMISSION SHARE	\$15,823.00
TOWNSHIP SHARE	\$15,823.00
OTHERS SHARE	\$0.00
(Name)	

## REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

BY \_\_\_\_\_  
DATE \_\_\_\_\_

CHARTER TOWNSHIP OF ALPENA

BY:

\_\_\_\_\_  
TOWNSHIP BOARD  
SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_  
CLERK \_\_\_\_\_ DATE \_\_\_\_\_  
TREASURER \_\_\_\_\_ DATE \_\_\_\_\_  
TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_  
TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA ROAD NAME MEYER ROAD SEAL COAT  
SEC. 4 TOWN T30N RANGE R8E TERMINI US-23 to West End  
PROJECT NO. \_\_\_\_\_ Length: 1,320' 0.25 mile  
ESTIMATE PREPARED 5/13/2025 LEGAL CLASSIFICATION LOCAL  
(Date) (Local or Primary)  
BY John Bygden ACTIVITY ROUTINE MAINTENANCE  
(Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL	
SURFACING	
DUST CONTROL	
OTHER <b>SEAL COAT</b>	\$9,656.00
TOTAL ESTIMATE	\$9,656.00
ROAD COMMISSION SHARE	\$4,828.00
TOWNSHIP SHARE	\$4,828.00
OTHERS SHARE	\$0.00
(Name)	

## REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

BY \_\_\_\_\_  
DATE \_\_\_\_\_

CHARTER TOWNSHIP OF ALPENA

BY:

SUPERVISOR

TOWNSHIP BOARD

DATE

CLERK

DATE

TREASURER

DATE

TRUSTEE

DATE

TRUSTEE

DATE

# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA ROAD NAME POHL ROAD SEAL COAT  
SEC. 4 TOWN T30N RANGE R8E TERMINI US-23 to West End  
PROJECT NO. \_\_\_\_\_  
Length: 1,320' 0.25 mile  
ESTIMATE PREPARED 5/13/2025 LEGAL CLASSIFICATION LOCAL  
(Date) (Local or Primary)  
BY John Bygden ACTIVITY ROUTINE MAINTENANCE  
(Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL	
SURFACING	
DUST CONTROL	
OTHER <b>SEAL COAT</b>	\$9,656.00
TOTAL ESTIMATE	\$9,656.00
ROAD COMMISSION SHARE	\$4,828.00
TOWNSHIP SHARE	\$4,828.00
OTHERS SHARE	\$0.00
(Name)	

## REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

BY \_\_\_\_\_  
DATE \_\_\_\_\_

CHARTER TOWNSHIP OF ALPENA

BY:

SUPERVISOR

TOWNSHIP BOARD

DATE

CLERK

DATE

TREASURER

DATE

TRUSTEE

DATE

TRUSTEE

DATE

# ALPENA COUNTY ROAD COMMISSION

## ROAD AGREEMENT

TWP. ALPENA ROAD NAME BURKE MANOR SUB. SEAL COAT  
SEC. 10 TOWN T30N RANGE R8E TERMINI Outer Drive, Russell Court  
PROJECT NO. \_\_\_\_\_ Length: 4,545' 0.86 mile  
ESTIMATE PREPARED 5/13/2025 LEGAL CLASSIFICATION LOCAL  
(Date) (Local or Primary)  
BY John Bygden ACTIVITY ROUTINE MAINTENANCE  
(Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL	
SURFACING	
DUST CONTROL	
OTHER <u>SEAL COAT</u>	\$31,174.00
TOTAL ESTIMATE	\$31,174.00
ROAD COMMISSION SHARE	\$15,587.00
TOWNSHIP SHARE	\$15,587.00
OTHERS SHARE	\$0.00
(Name)	

### REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

BY \_\_\_\_\_  
DATE \_\_\_\_\_

CHARTER TOWNSHIP OF ALPENA TOWNSHIP BOARD

BY: \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_  
CLERK \_\_\_\_\_ DATE \_\_\_\_\_  
TREASURER \_\_\_\_\_ DATE \_\_\_\_\_  
TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_  
TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

# ALPENA COUNTY ROAD COMMISSION

## ROAD AGREEMENT

TWP. ALPENA ROAD NAME GENSCHAW ROAD  
SEC. 8, 17 TOWN T31N RANGE R8E TERMINI POB Golf Course Road the ditch  
PROJECT NO. \_\_\_\_\_ West side of road North 1,400  
Length: 1,400' 0.27 mile  
ESTIMATE PREPARED 5/13/2025 LEGAL CLASSIFICATION LOCAL  
(Date) (Local or Primary)  
BY John Bygden ACTIVITY HEAVY MAINTENANCE  
(Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING <b>DITCHING</b>	\$7,948.00
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL	
SURFACING	
DUST CONTROL	
OTHER	
TOTAL ESTIMATE	\$7,948.00
ROAD COMMISSION SHARE	\$3,974.00
TOWNSHIP SHARE	\$3,974.00
OTHERS SHARE	\$0.00
(Name)	

### REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

BY \_\_\_\_\_  
DATE \_\_\_\_\_

CHARTER TOWNSHIP OF ALPENA

BY:

SUPERVISOR

TOWNSHIP BOARD

DATE

CLERK

DATE

TREASURER

DATE

TRUSTEE

DATE

TRUSTEE

DATE

# ALPENA COUNTY ROAD COMMISSION

## ROAD AGREEMENT

TWP. ALPENA ROAD NAME MICHIGAN AVENUE  
SEC. 33 TOWN T31N RANGE R8E TERMINI POB 535' S. of Thunder Bay Ave,  
PROJECT NO. \_\_\_\_\_ then ditch W. side road S. 2,070'  
Length: 535' 0.10 mile  
ESTIMATE PREPARED 5/13/2025 LEGAL CLASSIFICATION LOCAL  
(Date) (Local or Primary)  
BY John Bygden ACTIVITY HEAVY MAINTENANCE  
(Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING <b>DITCHING</b>	\$18,896.00
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL	
SURFACING	
DUST CONTROL	
OTHER	
TOTAL ESTIMATE	\$18,896.00
ROAD COMMISSION SHARE	\$9,448.00
TOWNSHIP SHARE	\$9,448.00
OTHERS SHARE	\$0.00
(Name)	

### REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

BY \_\_\_\_\_  
DATE \_\_\_\_\_

CHARTER TOWNSHIP OF ALPENA TOWNSHIP BOARD

BY: \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_  
CLERK \_\_\_\_\_ DATE \_\_\_\_\_  
TREASURER \_\_\_\_\_ DATE \_\_\_\_\_  
TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_  
TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

# ALPENA COUNTY ROAD COMMISSION

## ROAD AGREEMENT

TWP. ALPENA ROAD NAME MONAGHAN POINT ROAD  
SEC. 17,18,19 TOWN T32N RANGE R9E TERMINI POB at 4,500' East of Anderson Rd.  
PROJECT NO. \_\_\_\_\_ then East to end.  
Length: 4,350' 0.82 mile  
ESTIMATE PREPARED 5/13/2025 LEGAL CLASSIFICATION LOCAL  
(Date) (Local or Primary)  
BY John Bygden ACTIVITY HEAVY MAINTENANCE  
(Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL SURFACE 4,350 lft X 22 LFT X 3" CIP (NATURAL)	\$23,898.00
SURFACING	
DUST CONTROL	
OTHER	
TOTAL ESTIMATE	\$23,898.00
ROAD COMMISSION SHARE	\$11,592.00
TOWNSHIP SHARE	\$12,306.00
OTHERS SHARE	\$0.00
(Name)	

### REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

BY \_\_\_\_\_  
DATE \_\_\_\_\_

CHARTER TOWNSHIP OF ALPENA TOWNSHIP BOARD

BY: \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_  
CLERK \_\_\_\_\_ DATE \_\_\_\_\_  
TREASURER \_\_\_\_\_ DATE \_\_\_\_\_  
TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_  
TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA ROAD NAME SAMP ROAD  
SEC. 30 TOWN T32N RANGE R9E TERMINI POB Bloom Road then North  
PROJECT NO. \_\_\_\_\_ to Kirchoff  
Length: 5,280' 1.00 mile  
ESTIMATE PREPARED 5/13/2025 LEGAL CLASSIFICATION LOCAL  
(Date) (Local or Primary)  
BY John Bygden ACTIVITY HEAVY MAINTENANCE  
(Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL SURFACE 5,280 lft X 24 LFT X 3" CIP (NATURAL)	\$31,646.00
SURFACING	
DUST CONTROL	
OTHER	
TOTAL ESTIMATE	\$31,646.00
ROAD COMMISSION SHARE	\$0.00
TOWNSHIP SHARE	\$31,646.00
OTHERS SHARE	\$0.00
(Name)	

## REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for that portion of the actual cost which exceeds the matching funds provided by the Road Commission.

ALPENA COUNTY ROAD COMMISSION

BY \_\_\_\_\_  
DATE \_\_\_\_\_

CHARTER TOWNSHIP OF ALPENA

BY:

SUPERVISOR	DATE
CLERK	DATE
TREASURER	DATE
TRUSTEE	DATE
TRUSTEE	DATE



# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA ROAD NAME LOCAL ROAD SYSTEM  
 SEC. \_\_\_\_\_ TOWN \_\_\_\_\_ RANGE \_\_\_\_\_ TERMINI Roads to be treated as specified by  
 PROJECT NO. A497.101 024 designated Township official.  
 ESTIMATE PREPARED February 27, 2025 LEGAL CLASSIFICATION LOCAL  
 (Date) (Local or Primary)  
 BY John Bygden ACTIVITY Routine Maintenance  
 (Maintenance or Construction)

DESCRIPTION OF WORK		ESTIMATED COST
CLEARING AND GRUBBING		
GRADING		
DRAINAGE AND STRUCTURES		
GRAVEL		
SURFACING		
DUST CONTROL	2025 DUST CONTROL PROGRAM	\$34,650.00
OTHER	35% Solution/Brine	
TOTAL ESTIMATE		\$34,650.00
ROAD COMMISSION SHARE		
TOWNSHIP SHARE		\$34,650.00
OTHERS SHARE		\$0.00
(Name)		

## REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for the actual cost of the materials used. Costs will vary depending on the use of chloride or brine or if second applications are requested. The Road Commission will incur all other application costs.

ALPENA

ALPENA COUNTY ROAD COMMISSION

BY:

\_\_\_\_\_  
 TOWNSHIP BOARD  
 SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_  
 CLERK \_\_\_\_\_ DATE \_\_\_\_\_  
 TREASURER \_\_\_\_\_ DATE \_\_\_\_\_  
 TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_  
 TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

BY \_\_\_\_\_  
 DATE \_\_\_\_\_

## **AGREEMENT FOR INTERNET ACCESS AND USE OF PROPERTY**

This Agreement is made and entered into on this 19th day of May 2025, by and between:

**Ridge Tower Network, LLC**, a limited liability company organized under the laws of Michigan, with its principal office located at 172 Mable Road, Alpena, MI 49707 ("Ridge Tower Network"), and

**Charter Township of Alpena**, a municipal corporation organized under the laws of the State of Michigan, with its principal office located at 4385 US-23 North, Alpena, MI 49707 ("Township").

### **RECITALS**

WHEREAS, Ridge Tower Network is in the business of providing internet access services through wireless and fiber optic technology; and

WHEREAS, the Township owns and operates various properties within its jurisdiction, and desires to allow Ridge Tower Network to install, maintain, and operate wireless signal transmission and fiber optic cable equipment on its property to provide internet access to the Township's properties and to its residents, businesses, and other entities; and

WHEREAS, Ridge Tower Network desires to provide internet access services to the Township in exchange for the right to install, maintain, and operate equipment on Township-owned properties as specified in this Agreement.

**NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, the parties agree as follows:**

---

### **1. Grant of Access and Use of Property**

**1.1 Property Access:** The Township hereby grants Ridge Tower Network the non-exclusive right to enter upon and use the following properties, including all improvements thereon (the "Property"), for the purpose of installing, maintaining, operating, and using equipment for receiving, relaying, and transmitting wireless signals and fiber optic technology necessary for the provision of internet access (the "Equipment"). The specific locations of the Township properties where such equipment will be installed shall be mutually agreed upon by both parties and detailed in Exhibit A of this Agreement.

**1.2 Installation of Equipment:** Ridge Tower Network shall have the right to install and maintain its Equipment on the Property, including but not limited to underground, towers, structures, antennas, roof tops, and related devices necessary for the operation of its

services. All installation work will be conducted in accordance with all applicable laws, codes, and regulations.

**1.3 Water Towers:** Ridge Tower Network's installation, operation, and maintenance of its equipment must not interfere with the telecommunications and other equipment installed on or near Township water towers by other entities that have entered into leases and related agreements with the Township. If such interference occurs, Ridge Tower Network must immediately take action to eliminate the interference, and Ridge Tower Networks shall indemnify, defend, and hold harmless the Township and the Township's officials, employees, agents, and contractors from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or in connection with such interference. Before installing, replacing, or modifying any equipment on or near a Township water tower, Ridge Tower Networks must provide the Township with detailed drawings and descriptions of the equipment and the proposed locations for the installation of its equipment on or near a Township water tower. No equipment may be installed, replaced, or modified by Ridge Tower Networks on or near a Township water tower without the prior written consent of the Township.

**1.4 Interference:** Ridge Tower Network shall make commercially reasonable efforts to avoid interference with any existing radio equipment on the Property at the time of installation and shall comply with applicable FCC regulations, including 47 CFR Part 15.

**1.5 Amendment of Exhibit A:** Changes to Exhibit A shall only be made through a written amendment signed by authorized representatives of both parties.

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## **2. Internet Access and Services**

**2.1 Provision of Services:** In exchange for the use of the Property, Ridge Tower Network shall provide the Township with high-speed internet access services at each location listed in Exhibit A. Internet service shall include:

- Minimum download/upload speeds of 60 Mbps/20 Mbps
- Latency below 100ms

**2.2 Service Maintenance:** Ridge Tower Network shall provide regular maintenance, updates, and support for the internet access service provided to the Township. The Township shall notify Ridge Tower Network promptly of any service issues or outages.

**2.3 Service Level Agreement (SLA):** Ridge Tower Network shall provide technical support within 48 hours of reported service disruption, with escalation procedures for critical outages.

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### **3. Maintenance and Operation of Equipment**

**3.1 Maintenance of Equipment:** Ridge Tower Network shall be solely responsible for the maintenance, operation, repair, and replacement of the Equipment. Ridge Tower Network will ensure that the Equipment is installed, maintained, and operated in a safe and professional manner and in compliance with all local, state, and federal regulations. Ridge Tower Network will ensure its equipment will not interfere with the operation of any other equipment in place at time of install.

**3.2 Access for Maintenance:** Ridge Tower Network shall have access to the Property during normal business hours, or at other reasonable times by mutual agreement, for the purpose of performing necessary maintenance, repair, or upgrades to the Equipment.

**3.3 Modification and Replacement of Equipment:**

Ridge Tower Network may, at its sole discretion, modify, upgrade, or replace antennas, radios, or other Equipment necessary for the continued operation and improvement of its services, provided that:

- All modifications or replacements are made within the existing equipment footprint and mounted on the same part(s) of the structure as the original installation;
- Any work performed on elevated structures (e.g., water towers, rooftops) shall be at Ridge Tower Network's sole cost and expense;
- Modifications shall comply with all applicable codes, safety standards, and this Agreement.

Any **proposed permanent modifications to Township structures or the Property itself** (e.g., structural alterations, new mounting hardware, electrical rewiring, or significant visual/physical changes) must be **submitted in writing to the Township for review and prior written approval**, which shall not be unreasonably withheld or delayed.

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### **4. Term and Termination**

**4.1 Term:** The initial term of this Agreement shall be for two (2) years, beginning on the date first written above, unless terminated earlier in accordance with this Agreement.

**4.2 Termination by Township:** After 12 months, the Township may terminate this Agreement at any time with ninety (90) days written notice to Ridge Tower Network, provided that the Township has paid any outstanding fees or obligations under this Agreement. Upon termination, Ridge Tower Network will remove its Equipment from the Property within a reasonable period.

**4.3 Termination by Ridge Tower Network:** Ridge Tower Network may terminate this Agreement at any time with thirty (30) days written notice to the Township. In such event, Ridge Tower Network will remove its Equipment from the Property within a reasonable period.

**4.4 Termination for Cause:** Either party may terminate this Agreement immediately in the event of a material breach by the other party, provided that the breach remains uncured for a period of thirty (30) days after written notice of such breach.

**4.5 Minimum Commitment Period:** Neither party may terminate this Agreement for convenience during the first 12 months, unless mutually agreed or termination is for cause.

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## **5. Insurance and Indemnification**

**5.1 Insurance:** Ridge Tower Network shall maintain at its own expense general liability insurance covering its activities under this Agreement, including installation, maintenance, and operation of the Equipment, with coverage limits of not less than \$1,000,000 per occurrence. The Township shall be named as an additional insured on Ridge Tower Network's insurance policy.

### **5.2 Indemnification:**

- **By Ridge Tower Network:** Ridge Tower Network agrees to indemnify, defend, and hold harmless the Township, its officials, employees, agents, and contractors from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or in connection with the installation, maintenance, or operation of the Equipment, except where caused by the negligence or willful misconduct of the Township. Ridge Tower Network shall control the defense of any indemnified claim but shall consult with the Township on resolution.
- **By Township:** The Township agrees to indemnify, defend, and hold harmless Ridge Tower Network, its officers, employees, agents, and contractors from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or in connection with the use of the

Property by the Township, its employees, agents, contractors, or users, except where caused by the negligence or willful misconduct of Ridge Tower Network. The Township shall notify Ridge Tower Network of any indemnifiable claim within 10 days of receipt.

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## **6. Ownership and Title of Equipment**

**6.1 Ownership of Equipment:** Ridge Tower Network shall retain ownership of all Equipment installed on the Property. The Township acknowledges that it has no ownership interest in the Equipment and that such Equipment remains the property of Ridge Tower Network.

**6.2 Removal of Equipment:** Upon termination or expiration of this Agreement, Ridge Tower Network shall remove all Equipment from the Property within ninety (90) days. This period may be reasonably extended in the event of delays caused by inclement weather, natural disasters, or other conditions beyond Ridge Tower Network's control. Any damage to the Property caused by the removal of Equipment shall be repaired by Ridge Tower Network at its expense.

### **6.3 Abandoned Equipment:**

Ridge Tower Network agrees to assume ownership of any unused or abandoned radio equipment, antennas, or related devices that remain on Township towers, structures, or other properties and are not in active use by any party. Ridge Tower Network shall be responsible for the removal of such unused or abandoned equipment at its own expense and in a timely manner, **unless prohibited or alternate measures are prescribed within other agreements, laws, statutes, ordinances, or regulations.** Such removal shall not interfere with active services or existing infrastructure.

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## **7. Miscellaneous Provisions**

**7.1 Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

**7.2 Entire Agreement:** This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, representations, and understandings, oral or written, regarding such subject matter.

**7.3 Amendments:** This Agreement may only be amended or modified in writing, signed by both parties.

**7.4 Severability:** If any provision of this Agreement is found to be invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

**7.5 Assignment:** Neither party may assign or transfer its rights or obligations under this Agreement without the prior written consent of the other party, which shall not be unreasonably withheld, except that Ridge Tower Network may assign this Agreement to an affiliate or successor in connection with a merger or asset sale.

**7.6 Dispute Resolution:**

- Any disputes under this Agreement shall be first subject to good-faith negotiation.
- If unresolved, the dispute shall proceed to mediation in Alpena County, Michigan.
- If mediation fails, the parties may proceed to litigation in the Alpena County Circuit Court.

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**8. Use of Internet Service**

**8.1 Authorized Use:** The internet access provided by Ridge Tower Network to the Township under this Agreement is to be used solely for lawful purposes. The Township agrees that neither it nor any of its employees, agents, contractors, or users will use the internet service for any illegal, unlawful, or prohibited activities, including but not limited to the transmission of unlawful content, the distribution of malware or viruses, unauthorized access to networks or systems, or any other activity that violates applicable laws or regulations.

**8.2 Notification of Misuse:** In the event that Ridge Tower Network receives notice or has reasonable grounds to believe that the internet service is being used for illegal, unlawful, or prohibited activities, Ridge Tower Network may temporarily suspend access to the internet service. Ridge Tower Network will notify the Township of any suspected misuse, and the Township shall promptly cooperate in investigating the matter.

**8.3 Suspension Pending Investigation:** Upon notification of misuse, Ridge Tower Network reserves the right to suspend the internet service until the issue is investigated and resolved to Ridge Tower Network's satisfaction. This suspension shall remain in effect for the duration of the investigation and any necessary corrective actions.

**8.4 Cybersecurity Measures:** The Township shall implement reasonable industry-standard cybersecurity protocols, including firewall protections, network monitoring, and encryption of transmitted data.

---

## **9. Access to Power**

**9.1 Provision of Power:** The Township agrees to provide Ridge Tower Network with access to any existing electrical power supply located on the Property, if available, for the purpose of powering the Equipment that Ridge Tower Network installs, maintains, or operates under this Agreement. Ridge Tower Network shall have the right to connect its Equipment to the power supply at the Property, provided that such connection is done in compliance with all applicable electrical codes, safety regulations, and the Township's reasonable requirements.

### **9.2 Responsibility for Power Supply:**

- **Existing Power Supply:** If an existing power supply is available at the Property, Ridge Tower Network shall bear all costs associated with connecting its Equipment to that supply, including any connection, installation, and necessary upgrades to the electrical infrastructure if required.
- **No Existing Power Supply:** If no electrical power supply is available at the Property, Ridge Tower Network, at its sole discretion, will bear all costs to provide utility power service to the Property, including but not limited to, the installation of new electrical lines or infrastructure as needed. Ridge Tower Network will also bear any costs for upgrading the electrical equipment at the Property if the Equipment requires a higher electrical capacity than what is currently available.

**9.3 Power Outages or Interruptions:** In the event of a power outage, interruption, or failure of the electrical supply that affects the Equipment, the Township shall promptly notify Ridge Tower Network. Ridge Tower Network shall be responsible for ensuring that any necessary corrective actions are taken to restore the Equipment's power supply, subject to the availability of power at the Property.

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## **10. LIMITATION OF LIABILITY**

Except for indemnity obligations, willful misconduct, gross negligence, or breach of confidentiality or applicable law, **neither party shall be liable for incidental, indirect, special, or consequential damages**, including lost profits, arising from or related to this



Agreement. Neither party shall be liable for delay or failure to perform due to causes beyond their reasonable control, including natural disasters, war, terrorism, or government actions

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the day and year first above written.

**RIDGE TOWER NETWORK, LLC**

By: \_\_\_\_\_

Name: Christopher J. Stephens

Title: Owner

Date: 05-19-2025

**CHARTER TOWNSHIP OF ALPENA**

By: \_\_\_\_\_

Name: Abbi J. Kaszubowski

Title: Supervisor

Date: 05-19-2025

By: \_\_\_\_\_

Name: Michele P. Palevich

Title: Clerk

Date: 05-19-2025

## **Exhibit A: List of Properties for Installation of Equipment**

4385 U.S. 23 North, Alpena, MI 49707

2201 US-23 South, Alpena, MI 49707

Water Tower at M-32 West, Alpena, MI 49707

Water Tower at Piper Road, Alpena, MI 49707

Water Tower at US-23 South, Alpena, MI 49707



# Charter Township of Alpena Fire Department



## **PURCHASE REQUEST**

### TIME CLOCK PLUS – ALADTEC

Currently the Township is utilizing Time Clock Plus for employee time reporting. This system provides a very accurate and simple platform to manage and track employee times for payroll purposes. However, times that firefighters work can be slightly more challenging when it comes to payroll. Time Clock Plus has an add on that is specifically designed for Public Safety and First Responders, Aladtec.

Adding the Aladtec platform for the Fire Department will improve operational efficiency through use of streamlined scheduling, enhanced communication and the use of digital forms and documentation for daily station assignments. It will impact compliance and risk management by ensuring adherence to regulations and minimize risk with accurate documentation. An increased improvement in record keeping and transparency will be provided with the support tools this platform will provide.

There are several different types of platforms that provide similar and advanced options for First Responders. Each platform has their own advantages, capabilities, and expenses. Multiple platforms have been evaluated and quotes provided. The request is being made for Aladtec, as it is a component of the already utilize Time Clock Plus platform. It has not only the benefits of scheduling enhancements, but provides us with utilizing digital forms that have already been created or creating ones of our own (vehicle check sheets for example).

Attached are quotes. I am requesting the 20-subscription cost model as this would then allow Township Staff (Clerk and Deputy Clerk) to have administrative rights and provide to all Full-time and Paid-on Call staff the ability to access. If/when more staff are in-place, then they could be added at a later date. Currently the Fire Department is paying \$1500 annually for Time Clock Plus. Adding the Aladtec subscription would increase the cost to \$3900 annually. The implementation fee of \$4425 is a one-time cost. With these calculations, an additional \$4500 will need to be moved to support this request. As noted in budget adjustments.



TIMECLOCK PLUS,  
LLC  
1 TIMECLOCK DRIVE  
SAN ANGELO, TX 76904

QUOTE # : Q046500

CONTRACT START DATE : 05/08/2025

## CLIENT INFORMATION

Shipping Method:

Purchased for: Alpena Township  
Bill To: Alpena Township

Billing Address: 4385 U.S. 23 North  
Alpena, MI 49707  
United States

Billing Contact Name: Haley Birmingham

Billing Contact Email: birminghamh@alpenatownship.com

Billing Contact Phone: (989) 356-0297

Contract Contact Name: Haley Birmingham

Contract Contact Email:  
birminghamh@alpenatownship.com

## BILLING TERMS

INITIAL TERM	RENEWAL TERM	PAYMENT TERM	PAYMENT METHOD
36 MONTHS	36 MONTHS	NET 30	CHECK

ITEM DESCRIPTION	PRICE PER UNIT	QUANTITY	CHARGE TYPE	ORDER TOTAL
ALADTEC IMPLEMENTATION SERVICES PREPAID HOURS*	\$295.00	15	ONE-TIME	\$4,425.00
ALADTEC ENTERPRISE SUBSCRIPTION - ANNUAL*	\$120.00	26	RECURRING	\$3,120.00

SUBTOTAL	\$7,545.00
TAXES	\$452.70
GRAND TOTAL	\$7,997.70
CURRENCY	USD

QUOTE EXPIRATION DATE : 06/07/2025

SPECIAL TERMS:

SERVICE TERMS & CONDITIONS

TimeClock Plus, LLC ("TCP"), a Delaware limited liability company, will provide Client and its authorized Employees and Users access to the Services during the Initial Service Term in accordance with the complete terms and conditions (collectively the "Licensing Agreement") found at: <https://www.tcpsoftware.com/legal>

TCP reserves the right to modify the Licensing Agreement at TCP's sole discretion provided that changes shall not materially decrease the Services features and functionalities that Client has subscribed to during the then-current term. Should TCP make any modifications to the Licensing Agreement, TCP will post the amended terms on the applicable URL link and will update the "Last Updated Date" within such documents to notify Client of said changes.

This Order Form is entered into as of the Contract Start Date contained herein (the "Effective Date") by and between TimeClock Plus, LLC and the entity named in the Bill To section herein (the "Client"), and is subject to the Licensing Agreement. In the event of any conflict between the Order Form and the Terms and Conditions (as applicable), the terms of the Order Form shall control.

Client shall pay all fees or charges in accordance with those outlined on the Order Form. Except for cases of TCP breach, all fees are committed and non-cancelable during the term of the agreement.

The individuals executing this Agreement on behalf of each Party represent and warrant to the other Party that they are fully authorized and legally capable of executing this Agreement on behalf of such Party and that such execution is binding upon such Party.

Accepted by:

Client

TimeClock Plus, LLC

By: \_\_\_\_\_ By: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_



TIMECLOCK PLUS,  
LLC  
1 TIMECLOCK DRIVE  
SAN ANGELO, TX 76904

QUOTE # : Q046500

CONTRACT START DATE : 05/08/2025

## CLIENT INFORMATION

Shipping Method:

Purchased for: Alpena Township  
Bill To: Alpena Township

Billing Address: 4385 U.S. 23 North  
Alpena, MI 49707  
United States

Billing Contact Name: Haley Birmingham

Billing Contact Email: birminghamh@alpenatownship.com

Billing Contact Phone: (989) 356-0297

Contract Contact Name: Haley Birmingham

Contract Contact Email:  
birminghamh@alpenatownship.com

## BILLING TERMS

INITIAL TERM	RENEWAL TERM	PAYMENT TERM	PAYMENT METHOD
36 MONTHS	36 MONTHS	NET 30	CHECK

ITEM DESCRIPTION	PRICE PER UNIT	QUANTITY	CHARGE TYPE	ORDER TOTAL
ALADTEC IMPLEMENTATION SERVICES PREPAID HOURS*	\$295.00	15	ONE-TIME	\$4,425.00
ALADTEC ENTERPRISE SUBSCRIPTION - ANNUAL*	\$120.00	20	RECURRING	\$2,400.00

SUBTOTAL	<b>\$6,825.00</b>
TAXES	<b>\$409.50</b>
GRAND TOTAL	<b>\$7,234.50</b>
CURRENCY	USD

QUOTE EXPIRATION DATE : 06/07/2025

SPECIAL TERMS:

# SERVICE TERMS & CONDITIONS

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TimeClock Plus, LLC

By: \_\_\_\_\_ By: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_





# Charter Township of Alpena Fire Department



## **PURCHASE REQUEST**

### STHIL 462 RESCUE CHAINSAW

The Fire Department is submitting a budget expense request for \$3,500 to purchase two (2) rescue saws. These saws will enhance our department's ability to emergency situations and improve safety and efficiency of our operations.

Our current equipment is aging and one of the saws that will be replaced is no longer serviceable. The new saws will provide our personnel with the tools needed to provide outstanding service, while reducing the risk of injury to personnel. By having two saws, it keeps consistency on both Engines.

These saws are not just a typical chainsaw. They are specifically designed for firefighters and Fire/Rescue operations. Designed exclusively for specially trained fire, rescue, and emergency personnel, the STIHL MS 462 R C-M Rescue features the remarkable OILOMATIC® STIHL RAPID™ Duro Rescue Chain (RDR) capable of cutting through glass, sheet metal, roofing, wood, and a wide variety of other materials encountered during rescue operations. Not only is the STIHL 462 R C-M Rescue lightweight, it also features anti-vibration buffer mounts and an adjustable automatic bar and chain oiler. A depth limiter allows for rapid depth-controlled cutting for the toughest of applications, such as roof venting and technical entry, while a muffler guard plate limits the amount of debris on the muffler. The extra-large starter handle enables easier starting while wearing large protective gloves.

These saws have been quoted at \$1469.99 from Fitzpatrick's in Alpena Township. The extra money requested will also cover secondary equipment needs (extra chains, saw fuel, bar oil, chain lockers, storage brackets, etc.).



# Charter Township of Alpena Fire Department



## **PURCHASE REQUEST**

### PERSONAL PROTECTIVE EQUIPMENT (R&R)

To continue to provide current and serviceable personal protective equipment to all members, requesting to purchase 5 sets of gloves, 5 hoods, and 2 sets of structural firefighting gear. By investing in modern firefighter gear, we can enhance safety, performance, and durability while also improving morale, confidence, and accountability. Total cost with shipping is being requested at \$8,000 and will utilize both GL# 205-336-730&731.000, as gear will be distributed to both full-time and part-time personnel. Multiple quotes were reviewed and consensus was determined to use R&R Fire Truck Repair Inc. The Fire Department utilizes R&R for various services, including the last purchase of structural firefighting gear.

# Traffic Safety Store

Phone: 800-429-9030 | FAX: 610-200-1066

P.O. Box 1449, West Chester, PA 19380

TrafficSafetyStore.com

# Invoice

#INV913001

5/13/2025

**Bill To**

Clerk<br>Charter Township of  
Alpena Fire  
Department<br>chief@alpenatow  
nship.com<br>(989) 356-0297 Ext  
8<br>4385 US HIGHWAY 23  
N<br>ALPENA MI  
49707-7969<br>United States

**Ship To**

Fire Department  
Charter Township of Alpena Fire  
Department  
stachlewitzj@alpenatowship.com  
(989) 356-0297 Ext 8  
4385 US HIGHWAY 23 N  
ALPENA MI 49707-7969  
United States

**TOTAL**

**\$2,009.68**

**Due Date: 6/12/2025**

**Terms**

Net 30

**Due Date**

6/12/2025

**PO #**

25-003

**Sales Rep**

Beth Kovacic

**Shipping Method**

FEDEX FREIGHT  
PRIORITY

Quantity	Item	Unit Price	Amount
6	<b>STOP-SLOW 24 HI</b> 24" High Intensity (HI) Aluminum Sign with 6'-8' Telescoping Fiberglass Staff	\$125.80	\$754.80
40	<b>CR36SRC64S</b> Orange, 36" 10.0 Lb. Black Base Cone w/6" & 4" Reflective Collar and Custom Stencil	\$25.50	\$1,020.00

**Payment methods accepted:**

Visa, MasterCard, American Express,  
PayPal, and checks.

**We also accept ACH payments to:**

Routing #: 031308807  
Account #: 0201023363

**Remittance to:**

Traffic Safety Store  
P.O. Box 1449  
West Chester, PA 19380

**Subtotal**

\$1,774.80

**Shipping**

\$234.88

**Tax**

\$0.00

**Total**

\$2,009.68

**GL# 205-336-974.000 Equipment**



INV913001